

**EEMUG 2020**



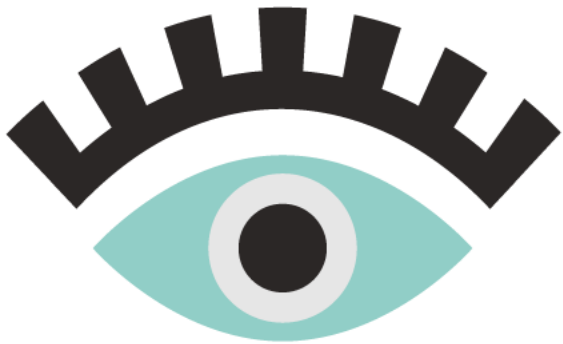
**#EEMUG2020**





# Increased Convenience for Editors

*Make life easier*



Gareth Watkins  
Account Coordinator  
[gwatkins@Ariessys.com](mailto:gwatkins@Ariessys.com)

**#EEMUG2020**



# Increased Convenience for Editors

- Signposting
- Flags
- Automated Editor Summary Reminders
- Automated Reminders for Authors and Reviewers
- Decision Phrases
- User-specific Configuration Options
- Reviewer Discovery Tool
- Duplicate Submission Check
- Batch Reassign Open Editor Assignments



# Signposting



# Signposting

- On Schedule
- Needs Attention
- Late



# Signposting

Editor 'To-Do' List	
My Pending Assignments (107)	
	New Submissions (20)
	Revised Submissions (2)
	New Submissions Requiring Assignment (1)
	Revised Submissions Requiring Assignment (0)
	Incomplete Submissions (2)
	New Invitations (10)
	New Assignments (8)
	Submissions with Rescinded Decision (2)
	Submissions with Required Reviews Complete (9)
	Submissions Requiring Additional Reviewers (11)
	Submissions with One or More Late Reviews (2)
	Submissions with Active Discussions (45)
Reviews in Progress (27)	
	Reviewers Invited - No Response (11)
	Submissions Under Review (26)

Action	Manuscript Number	Article Type
<a href="#">View Submission Details</a> ▾ <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Classifications</a> <a href="#">Assign Editor</a> <a href="#">Invite Reviewers</a> <a href="#">Solicit Commentary</a> <a href="#">Submit Editor's Decision and Comments</a> <a href="#">Send E-mail</a>	DEMOGW-D-19-00022	Original Study
<a href="#">View Submission Details</a> ▾ <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Classifications</a> <a href="#">Assign Editor</a> <a href="#">Unassign Editor</a> <a href="#">Invite Reviewers</a> <a href="#">Solicit Commentary</a> <a href="#">View Reviews and Comments</a> <a href="#">Submit Editor's Decision and Comments</a> <a href="#">Send E-mail</a>	DEMOGW-D-19-00018R1	Original Study




# Signposting

## PolicyManager > General Policies > Configure Warning Thresholds

### Configure Warning Thresholds

These warning thresholds are used to determine whether individual submissions in a folder "Need Attention" or are considered "Late" based on how long they have been in the folder.

- If an Editor has permission to view them, color bars that look like traffic lights are displayed on an Editor's Main Menu to summarize how long submissions have been in a folder, (e.g. ). Similarly, in folders, individual submissions are marked with a color to indicate how long they have been there.
- Automated Editor Summary Reminders use the thresholds to determine whether to send a reminder when one is due, and if one is due, to indicate how long the submissions have been in the folders.

The number of days that a submission has been in a folder indicates whether it is: 'On Schedule', 'Needs Attention' or 'Late':

- 'On Schedule' (green): < than the number of days specified for 'Needs Attention'
- 'Needs Attention' (amber):  $\geq$  the number of days specified for 'Needs Attention' but < the number of days specified for 'Late'
- 'Late' (red):  $\geq$  the number of days specified for 'Late'

(less...)

Cancel

Submit

#### Editorial Submissions in Progress

**Needs Attention:**  Days since submission began

**Late:**  Days since submission began

#### Transferred Submissions

**Needs Attention:**  Days since initial date submitted

**Late:**  Days since initial date submitted

#### New Ingested Submissions

**Needs Attention:**  Days since Transferred Submission Received via Ingest

**Late:**  Days since Transferred Submission Received via Ingest

#### New Submissions

**Needs Attention:**  Days since initial date submitted

**Late:**  Days since initial date submitted

#### Revised Submissions

**Needs Attention:**  Days since the revision was received

**Late:**  Days since the revision was received

#### New Submissions Requiring Assignment

**Needs Attention:**  Days since initial date submitted

**Late:**  Days since initial date submitted

#### Submissions Sent Back to Author for Approval

**Needs Attention:**  Days since last status update

**Late:**  Days since last status update

#### Editors Invited - None Yet Assigned

**Needs Attention:**  Days since the first Editor was invited using the Suggest Editor method

**Late:**  Days since the first Editor was invited using the Suggest Editor method



# Signposting

RoleManager > General Searching and Viewing

- View All Submissions
- View Completed Reviews Grid in Main Menu
- View Warning Status Signposts
- View Additional Manuscript Details
  - Edit Additional Manuscript Details
- View Notes on Manuscript Details












# Flags



# Flags

- Two types of flag:
  - Submission Flags
  - People Flags
- Only visible with permission
- Searchable
- Can be displayed in History

<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (30%)</a> <a href="#">Details</a>    <a href="#">Initiate Discussion</a> <a href="#">History</a> <a href="#">Submit Early Decision</a> <a href="#">Technical Check</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Classifications</a> <a href="#">Set Final Disposition</a>	DEMOGW-D-19-00026	Original Study	Fiction	Great Expectations	<a href="#">Charles Dickens</a>  
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<b>Corresponding Author:</b>	<a href="#">Charles Dickens</a>   UNITED KINGDOM <span style="background-color: yellow;">[Proxy]</span>
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# Flags – Configuration

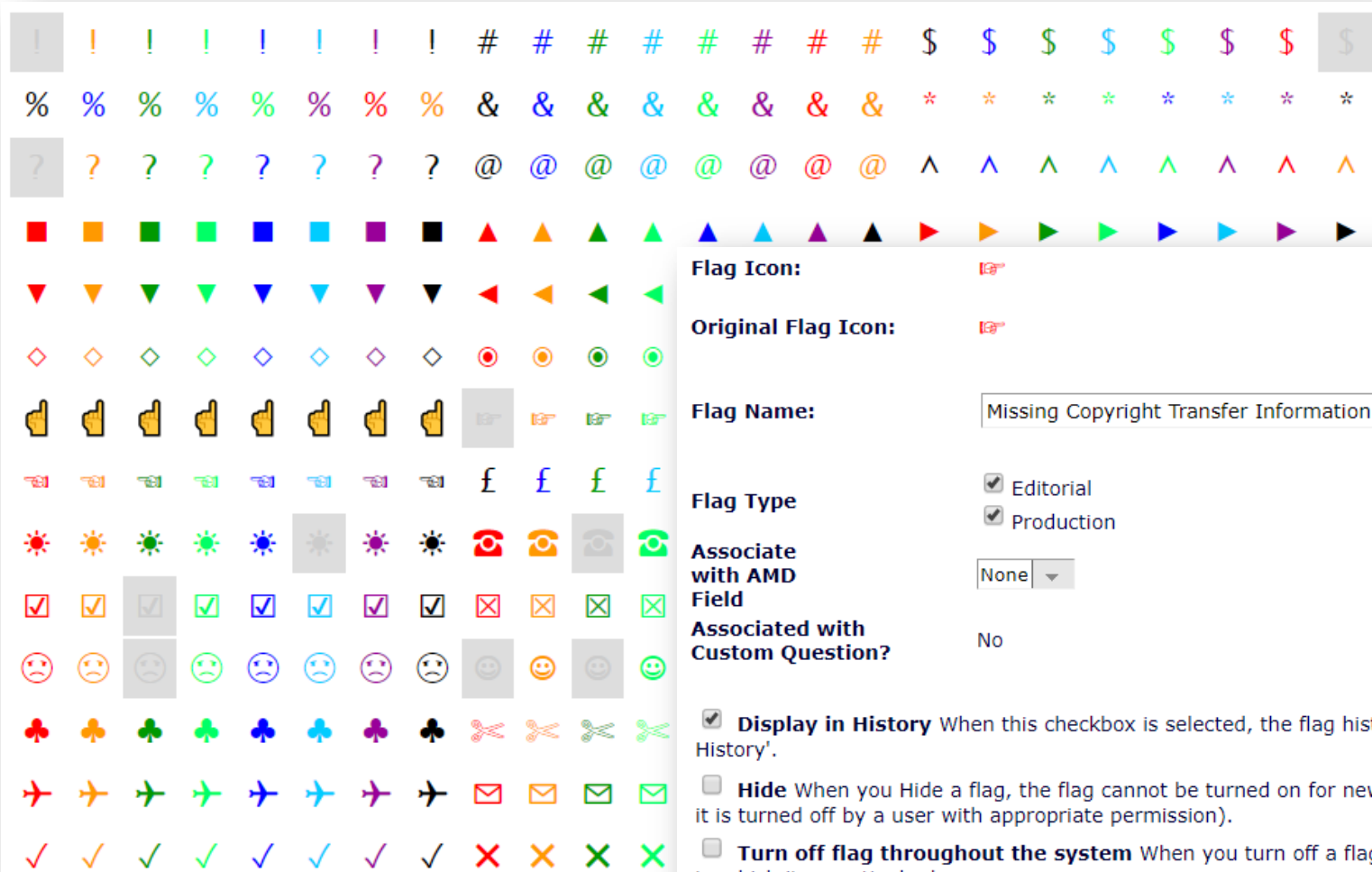
- PolicyManager > General Policies >
  - Create Customized Submission Flags
  - Create Customized People Flags
- Editorial and/or Production?
- Associate with AMD field?
- Display in History?

Order	Flag	Flag Name	Flag Type	Associated With Custom Question	Associated With AMD
<input type="text" value="1"/>		Missing Copyright Transfer Information	Editorial and Production		<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="2"/>		Production only	Production		<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="3"/>		Editorial only	Editorial		<a href="#">Remove</a> <a href="#">Edit</a>

Order	Flag	Flag Name	
<input type="text" value="1"/>		Preferred Reviewer	<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="2"/>		Terrible Reviewer	<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="3"/>		Nice person	<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="4"/>		Rich	<a href="#">Remove</a> <a href="#">Edit</a>



# Flags – Configuration



**Flag Icon:**

**Original Flag Icon:**

**Flag Name:**  [Open Special Character Palette](#)  
*Maximum 256 characters*

**Flag Type**  
 Editorial  
 Production

**Associate with AMD Field**

**Associated with Custom Question?** No

**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.



# Flags – Permissions

- RoleManager > Edit Role > Flag Icons
- Available for Editor and Publisher Roles
- Permissions can vary for each role

- 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 Identity Confidence Check Results
    - Override Identity Confidence Score
  -  View Schedule Group Flags
  -  Turn On Schedule Group Flags
  -  Turn Off Schedule Group Flags



# Flags – Searching

- Search Submission Flags from Search Submissions page
- Search People Flags from People Search page

Help with Searching      Insert Special Character      Value Options      Advanced Criteria

(	Criterion	Is/Is not	Selector	Value	)
	Submission Flag Name	is	Equal To	Missing Copyright Transfe	

Clear    Search

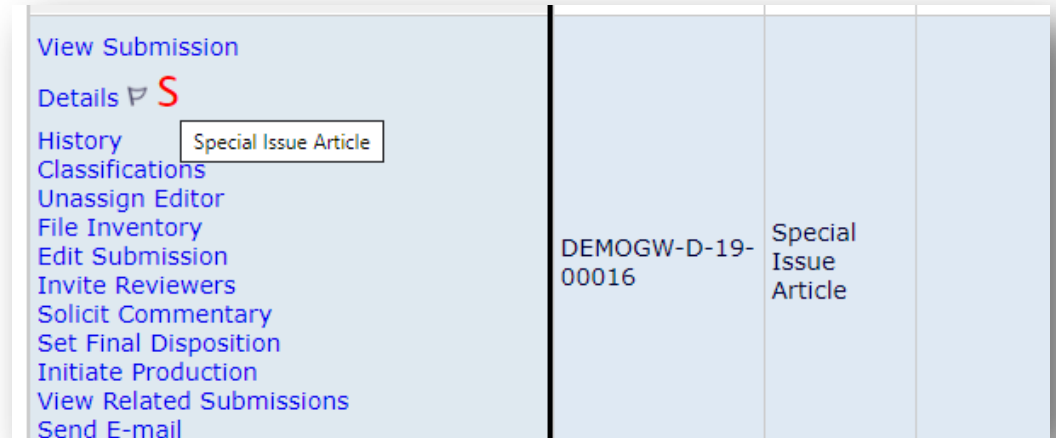
Help with Searching

- Missing Copyright Transfer Information
- Editorial only
- Manuscript needs grammatical work. Initiate collaboration on this with Author.
- Time-Sensitive Findings Reported--Shorten Review Turnaround
- Submitted to another publication
- Uh oh
- Needs trimming
- Brilliant
- Possible media interest



# Flags – Associate with Submission Questions

- Flag automatically turned on when author selects a specific response
- Only applies to custom questions added to submission questionnaires



The screenshot shows a submission management interface with a list of actions on the left and a submission record on the right. The actions include: View Submission, Details (with a red 'S' flag), History (with a tooltip 'Special Issue Article'), Classifications, Unassign Editor, File Inventory, Edit Submission, Invite Reviewers, Solicit Commentary, Set Final Disposition, Initiate Production, View Related Submissions, and Send E-mail. The submission record on the right shows the ID 'DEMOGW-D-19-00016' and the classification 'Special Issue Article'.

View Submission			
Details ▾ <b>S</b>			
History <span>Special Issue Article</span>			
Classifications			
Unassign Editor			
File Inventory			
Edit Submission			
Invite Reviewers			
Solicit Commentary			
Set Final Disposition			
Initiate Production			
View Related Submissions			
Send E-mail			
	DEMOGW-D-19-00016	Special Issue Article	



# Flags – Associate with Submission Questions

1. Define flags
2. Create/edit custom questions
3. Associate response with flag

Flag Icon: S

Original Flag Icon: S

[Open Special Character Palette](#)

Flag Name: Special Issue Article

Question text:  
Is this submission for a Special Issue?

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)

Please note that only the value "Please select a response" will force the author to select another answer. Invalid response.

Value	Description	Flag
Please select a response		<a href="#">Associate with Flag</a>
Yes		<a href="#">Associate with Flag</a> <a href="#">Remove</a> <a href="#">Edit</a>
No		<a href="#">Associate with Flag</a> <a href="#">Remove</a> <a href="#">Edit</a>

Associate with Submission Flag

Select	Flag	Flag Name
<input type="radio"/>		No Flag Association
<input type="radio"/>		Missing Copyright Transfer Information
<input type="radio"/>		Editorial only
<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"/>		Uh oh
<input type="radio"/>		Needs trimming
<input type="radio"/>		Brilliant
<input checked="" type="radio"/>		Special Issue Article



# Flags – Associate with Submission Questions

## Question text:

Is this submission for a special issue?

## Instructions for Author Response:

"Text" and "Notes" responses can contain any mix of characters and number format. "Integer" and "Decimal" responses can contain only a number or 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 first value will be used as the default answer. Any other value will count as a valid response.

### Display Default

- | Order | Value                            | Value                    |
|-------|----------------------------------|--------------------------|
|       | <input checked="" type="radio"/> | Please select a response |
| 1     | <input type="radio"/>            | Yes                      |
| 2     | <input type="radio"/>            | No                       |
| 3     | <input type="radio"/>            |                          |

Update

Flag Icon: S

Original Flag Icon: S

[Open Special Character Palette](#)

Flag Name: Special Issue Article

Maximum 256 characters

### Flag Type

- Editorial
- Production

### Associate with AMD Field

None

### Associated with Custom Question?

Yes [Go To Question](#)

Edit Copy Hide	§ Have you submitted this manuscript to another publication?		☀ Submitted to another publication
Edit Copy Hide Remove	Is your article suitable for media attention?		📺 Possible media interest
Edit Copy Hide Remove	Is this submission for a special issue?		S Special Issue Article



# **Automated Editor Summary Reminders**



# Automated Editor Summary Reminders

Dear Sam,

Here's a summary of various folders from your Editor Main Menu. Folders marked with red or amber require attention.

## Folder Summary as of March 3, 2017

- [New Invitations \(2\)](#)
- [New Assignments \(1\)](#)
- [Submissions with Rescinded Decision \(1\)](#)
- [Submissions with Required Reviews Complete \(7\)](#)
- [Submissions Requiring Additional Reviewers \(4\)](#)
- [Submissions with One or More Late Reviews \(2\)](#)
- [Reviewers Invited - No Response \(11\)](#)
- [Submissions Under Review \(14\)](#)
- [Group by Editors I Assigned \(2\)](#)
- [Group by Editors with Current Responsibility \(2\)](#)
- [Group by Manuscript Status \(2\)](#)

You may click this link to log in and go to your Editor Main Menu: [Editor Main Menu](#)

Regards,  
ACME Journal

Dear Sam,

Here are lists of submissions from various folders in your Editor Main Menu. Submissions marked with red or amber need attention.

## Submission Lists as of March 3, 2017

### New Invitations (2)

Submission	Submitted # Days Ago	Status (# Days)	Editor Name	Accept/Decline
<b>JANETDEV122-D-15-00037</b>	submitted 22 days ago	Editor Invited (19 days)	Sam Jones, PhD	<a href="#">Accept Editor Invitation</a> <a href="#">Decline Editor Invitation</a>
<p><b>Title:</b> Critical Cervical Involvement of Endoplasmic Reticulum Associated with Diagnosis in Patients with a Prodrome of a Homogenous Population Genetic Structure of the Bright Red Fluorescent Protein in Cave-Inhabiting Fauna with Transcranial Magnetic Stimulation</p> <p><b>Authors:</b> Frank Oliver Glockner, PhD, ACME Institute for Microbiology; Wolfgang Hankeln, PhD, ACME Institute for Microbiology; Jost Waldmann, PhD; ACME Institute for Microbiology</p> <p><b>Abstract:</b> This study assesses the biogeographic classification of the Western Indian Ocean (WIO) on the basis of the species diversity and distribution of reef-building corals. Twenty one locations were sampled between 2002 and 2011. Presence/absence of scleractinian corals was noted on SCUBA, with the aid of underwater digital photographs and reference publications for species identification. Sampling effort varied from 7 to 37 samples per location, with from 15 to 45 minutes per dive allocated to...</p>				
<b>JANETDEV122-D-15-00071</b>	submitted 2 days ago	Editor Invited (1 day)	Sam Jones, PhD	<a href="#">Accept Editor Invitation</a> <a href="#">Decline Editor Invitation</a>
<p><b>Title:</b> Bright Red Fluorescent Protein in Cave-Inhabiting Fauna with Transcranial Magnetic Stimulation</p> <p><b>Authors:</b> Julia Sylvan, PhD, University of Edinburgh</p> <p><b>Abstract:</b> This is the abstract, for which up to 75 words will be displayed, followed by an ellipsis, if it is longer than 75 words.</p>				

### New Assignments (1)

Submission	Submitted # Days Ago	Status (# days)	Editor Decision
JANETDEV122-D-15-00071R1	submitted 7 days ago	Received by Editor (3 days)	Revise
<p><b>Title:</b> Secret Formulas for Soda Flavors</p> <p><b>Authors:</b> June Hemmick</p> <p><b>Abstract:</b> This is the abstract, for which up to 75 words will be displayed, followed by an ellipsis, if it is longer than 75 words.</p>			

### Submissions with Rescinded Decision (1)

Submission	Submitted # Days Ago	Status (# days)	Review Status	Editor Decision
JANETDEV122-D-15-00020	submitted 61 days ago	Required Reviews Complete (11 days)	2 Complete # of Req'd Reviews: 2	
<p><b>Title:</b> Autumn Structures</p> <p><b>Authors:</b> Amélie Chloe Chevalier, MD, University of Ottawa; Olivier Pine, MD, Universidad de los Andes; François Banacos, MD, Robert Koch Institute; Mercy Bedelia, MD, PhD, Institute of Cytology and Genetics; Yiman Nahabedian, MD, MicroDish BV; Hyan Samosa, MD, Yale University School of Medicine</p> <p><b>Abstract:</b> This is the abstract, for which up to 75 words will be displayed, followed by an ellipsis, if it is longer than 75 words.</p>				



# Automated Editor Summary Reminders

- PolicyManager
  - Email and Letter Policies
    - > Edit Letters
  - General Policies > Configure Warning Thresholds
  - Editor Assignment Policies
    - > Configure Automated Summary Reminders

Associate Editor  Send Reminders

Frequency (Days)\*

Next Reminder Due

Summary Letter\*

Include Author List

Include Abstract

Include Folders\*

	Always	Needs Attention	Late
<input checked="" type="checkbox"/> <i>New Invitations</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <i>New Assignments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <i>Submissions with Rescinded Decision</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <i>Submissions with Required Reviews Complete</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <i>Submissions Requiring Additional Reviewers</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> <i>Submissions with One or More Late Reviews</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <i>Reviewers Invited - No Response</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <i>Submissions Under Review</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <i>Group by Editors I Assigned</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <i>Group by Editor with Current Responsibility</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <i>Group by Manuscript Status</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



# Automated Reminders



# Automated Reminders

- Editors can set up Automated Reminder Reports to be sent to Authors and Reviewers
- Can be restricted to only submissions assigned to that Editor
- Can be restricted by Article Type or Sections/Categories



# Automated Reminders – Authors

- Authors
  - Automated Author Submission Reminder Report
  - Automated Author Revision Reminder Report
  - Automated Author Transfer Reminder Report
- Invited Authors
  - Automated Author Invitation Reminder Report

## Send Reminder Letters

Click a link below to access the reminder report, from which reminder letters can be sent.

### Author Reminder Reports

[Co-Author Reminder Report](#)

[Author Revision Status Report](#)

[Author Revision Reminder Report](#)

[Automated Author Submission Reminder Report](#)

[Automated Author Revision Reminder Report](#)

[Automated Author Transfer Reminder Report](#)

### Invited Author Reminder Reports

[Authors Invited - No Response](#)

[Author Invitation Status Report](#)

[Automated Author Invitation Reminder Report](#)



## Automated Author Submission Reminder Reports

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

<b>Reminder Type:</b>	<p><input checked="" type="radio"/> <b>Incomplete Submissions:</b> Send an automated reminder e-mail to Authors who have submissions in the Incomplete Submissions folder that have been there for exactly <input type="text" value="7"/> days. Reminders will be sent to Authors who have begun to submit a manuscript and may not realize that they have not fully submitted it.</p> <p><input type="radio"/> <b>Submissions Waiting for Author's Approval:</b> Send an automated reminder e-mail to Authors who have submissions in the Submissions Waiting for Author's Approval folder that have been there for exactly <input type="text" value="7"/> days. Reminders will be sent to Authors who have built a PDF of their submission but may not realize that they need to go to the Submissions Waiting for Author's Approval folder to finish submitting their manuscript by viewing the PDF and approving it.</p> <p><input type="radio"/> <b>Submissions Sent Back to Author:</b> Send an automated reminder e-mail to Authors who have submissions in the Submissions Sent Back to Authors folder that have been there for exactly <input type="text" value="10"/> days. Reminders will be sent to Authors who have not taken any action on their submission in the Submissions Sent Back to Authors folder.</p>
<b>Reminder Name:</b>	<p><a href="#">Insert Special Character</a></p> <input type="text"/> <p><i>Maximum 200 characters</i></p>
<b>Reminder Letter:</b>	<p>Please Choose an Automated Reminder Letter <input type="text" value=""/></p>

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

<b>Submission Article Type:</b>	<p>Original Study <input type="checkbox"/> <a href="#">Select All</a></p> <p>Editorial <input type="checkbox"/></p> <p>Review <input type="checkbox"/></p> <p>Case Report <input type="checkbox"/> <a href="#">Clear All</a></p>
<b>Section/Category:</b>	<p>Basic Science Section <input type="checkbox"/> <a href="#">Select All</a></p> <p>Clinical Section <input type="checkbox"/></p> <p>Epidemiology Section <input type="checkbox"/></p> <p>Special Section <input type="checkbox"/> <a href="#">Clear All</a></p>



## Automated Author Revision Reminder Reports

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

<b>Reminder Type:</b>	<input checked="" type="radio"/> <b>Outstanding Revisions:</b> Send an automated reminder e-mail to Authors who were asked to revise their submission exactly <input type="text" value="10"/> days ago. If Authors have already submitted their revision or have declined to revise, they will not receive a reminder.
	<input type="radio"/> <b>Reminder Before Revision Due Date:</b> Send an automated reminder e-mail for revisions that are exactly <input type="text" value="7"/> days before their due date. Reminders will be sent to Authors who have agreed to submit a revised manuscript but have not yet submitted their revision.
	<input type="radio"/> <b>Reminder Past Revision Due Date:</b> Send an automated reminder e-mail for revisions that are exactly <input type="text" value="7"/> days past the due date. To send reminders for revisions that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Authors who were asked to revise their submission, but have not submitted their revision or decline to revise.
<b>First Assigned Editor:</b>	<input type="text" value="(All Editors)"/> ▼
<b>Editor Who Made First Decision:</b>	<input type="text" value="(All Editors)"/> ▼
<b>Reminder Name:</b>	<input type="text" value="Insert Special Character"/> <i>Maximum 200 characters</i>
<b>Reminder Letter:</b>	<input type="text" value="Please Choose an Automated Reminder Letter"/> ▼

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

<b>Article Type:</b>	<input type="text" value="Original Study"/> ▲ <a href="#">Select All</a> Editorial Review <input type="text" value="Case Report"/> ▼ <a href="#">Clear All</a>
<b>Section/Category:</b>	<input type="text" value="Basic Science Section"/> ▲ <a href="#">Select All</a> Clinical Section Epidemiology Section <input type="text" value="Special Section"/> ▼ <a href="#">Clear All</a>

[Save as Automated Reminder](#)

## Automated Author Transfer Reminder Reports

Create a new Automated Reminder by selecting criteria below and clicking the 'Save as Automated Reminder' button. Once saved, the Automated Author Transfer Reminder Report will be run once every 24 hours to send reminder e-mails to Authors who have outstanding transfer requests that meet the report's criteria.

<b>Reminder Type:</b>	<input checked="" type="radio"/> <b>Reminder Before Transfer Offer Expires:</b> Send automated reminder e-mails to Authors whose transfer offers expire in exactly <input type="text" value="29"/> days. If Authors have already accepted or declined a transfer offer, or their transfer offer has expired, they will not be sent a reminder. Enter a number from 1 to 90.
	<input type="radio"/> <b>Reminder After Transfer Offer Sent:</b> Send automated reminder e-mails to Authors who were sent transfer offers exactly <input type="text" value="29"/> days ago. If authors have already accepted or declined a transfer offer, or their transfer offer has expired, they will not be sent a reminder. Enter a number from 1 to 90.
<b>First Assigned Editor:</b>	<input type="text" value="(All Editors)"/>
<b>Editor Who Made First Decision:</b>	<input type="text" value="(All Editors)"/>
<b>Reminder Name:</b>	<a href="#">Insert Special Character</a> <input type="text"/> <i>Maximum 200 characters</i>
<b>Reminder Letter:</b>	<input type="text" value="Please Choose an Automated Reminder L"/>

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


<b>Article Type:</b>	<input type="text" value="Original Study"/> <input type="text" value="Editorial"/> <input type="text" value="Review"/> <input type="text" value="Rapid Communication"/> <input type="text" value="Select All"/> <input type="text" value="Clear All"/>
<b>Section/Category:</b>	<input type="text" value="Basic Science Section"/> <input type="text" value="Clinical Section"/> <input type="text" value="Epidemiology Section"/> <input type="text" value="No Section Assigned"/> <input type="text" value="Select All"/> <input type="text" value="Clear All"/>

Save as Automated Reminder

# Automated Reminders – Authors

## Saved Automated Reminders

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

	Reminder Name	Reminder Type	Number of Days	Reminder Creator
 	Author Revision Reminder - 1 week before due	Reminder Before Due Date	7	Gareth Watkins



# Automated Reminders – Reviewers

- Reviewers
  - Automated Reviewer Reminder Report

## Reviewer Reminder Reports

[Reviewer Invited - No Response Report](#)

[Reviewer Reminder Report](#)

[Automated Reviewer Reminder Report](#)



## Automated Reviewer Reminder Reports

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

<b>Reminder Type:</b>	<p><input checked="" type="radio"/> <b>No Response. Send Reminder:</b> Send an automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly <input type="text" value="5"/> days ago. Reminders will be sent to Reviewers who have neither accepted nor declined the review invitation, and have not been un-invited or terminated.</p> <p><input type="radio"/> <b>Reminder Before Due Date:</b> Send an automated reminder e-mail for reviews that are exactly <input type="text" value="10"/> days before their due date. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.</p> <p><input type="radio"/> <b>Reminder Past Due Date:</b> Send an automated reminder e-mail for reviews that are exactly <input type="text" value="7"/> days past the due date. To send reminders for reviews that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.</p> <p><input type="radio"/> <b>Reminder Outstanding Partially Saved Reviews:</b> Send an automated reminder e-mail for any partially-saved reviews that were saved exactly <input type="text" value="0"/> days ago and have not been submitted fully. To send reminders for reviews that were saved on the day that the reminder report is run, enter 0 days. Reminders will be sent to Reviewers who saved a partially completed review and may have forgotten to submit the fully completed review.</p>
<b>Partially Saved Reviews:</b>	<p><input checked="" type="radio"/> <b>Include All Reviewers:</b> Include All Reviewers based on the selected Reminder Type.</p> <p><input type="radio"/> <b>Include Only Reviewers with Partially Saved Reviews:</b> Reminders will be sent only to Reviewers who saved a partially completed review and may have forgotten to submit the fully completed review.</p> <p><input type="radio"/> <b>Exclude All Reviewers with Partially Saved Reviews:</b> Reminders will not be sent to Reviewers who saved a partially completed review and may have forgotten to submit the fully completed review.</p>
<b>Reviewer Role:</b>	<input type="text" value="(All Reviewers)"/>
<b>Handling Editor:</b>	<input type="text" value="(All Editors)"/>
<b>Reminder Name:</b>	<p><a href="#">Insert Special Character</a></p> <input type="text"/> <i>Maximum 200 characters</i>
<b>Reminder Letter:</b>	<input type="text" value="Please Choose an Automated Reminder Letter"/>



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

<b>Article Type:</b>	<input type="text" value="Original Study"/> <a href="#">Select All</a> <input type="text" value="Editorial"/> <input type="text" value="Review"/> <input type="text" value="Case Report"/> <a href="#">Clear All</a>
<b>Section/Category:</b>	<input type="text" value="Basic Science Section"/> <a href="#">Select All</a> <input type="text" value="Clinical Section"/> <input type="text" value="Epidemiology Section"/> <input type="text" value="Special Section"/> <a href="#">Clear All</a>

# Automated Reminders – Reviewers

## Saved Automated Reminders

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

	Reminder Name	Reminder Type	Number of Days	Reminder Creator
 	No response after 5 days	No Response. Send Reminder.	5	Gareth Watkins



# Automated Reminders – Permissions

RoleManager > Editor Role >  
Administrative and Reporting  
Functions

- Create Automated Reviewer Reminders
- Create Automated Author Submission Reminders
- Create Automated Author Revision Reminders
- Create Automated Author Transfer Reminders
- Create Automated Author Invitation Reminders

## Administrative and Reporting Functions

- System Administration Functions
  - Unrestricted Access
  - Restricted Access
- Produce Reports
  - Schedule Reports
  - Run Cross-Publication Custom Reports
- Create Automated Reviewer Reminders
- Send Reviewer Reminders
- Send Editor Reminders
- Create Automated Author Submission Reminders
- Create Automated Author Revision Reminders
- Create Automated Author Transfer Reminders
- Create Automated Author Invitation Reminders
- Send Author Reminders
- Restrict Reminder Reports to Assigned Submissions
- Search/Manage Conference Submissions
- Initiate Rebuttal
- Set Final Disposition



# Decision Phrases





# Decision Phrases

- Provide a consistent voice when communicating decisions to authors
- Save time
- Avoid errors

### Editor Decision Phrases

[Preview Selected Phrases](#)

Editor Decision Phrases available for inclusion in the Decision Letter are displayed below. Select the phrases you wish to include.

**Select**   **Phrase**

After discussion, all editors are in agreement on this decision.

Your submission may be suitable for the Publisher's new online-only journal. See [newjournal.org](http://newjournal.org) for more information.

While this manuscript did not meet the journal's current needs, please submit again in the future.



# Decision Phrases

- PolicyManager > Reviewer and Editor Form Policies > Editor Decision Policies

**Editor Decision Policies**

- [Edit Editor Decision Terms](#)
- [Configure Editor Decision Phrases](#)**
- [Create/Edit Editor Forms](#)
- [Match Editor Forms to Article Types a](#)
- [Editor Manuscript Rating Question Cc](#)
- [Configure Options for Review Rating](#)
- [Configure Automatic Withdrawal of D](#)

**Current Editor Decision Phrase List** + Add Editor Decision Phrase

...			After discussion, all editors are in agreement on this decision
...			I am happy to accept your manuscript in its current form for publication.
...			This is a very good article, well done.
...			I'm sorry, but this is really not very good. I suggest trying a different idea.

+ Add Editor Decision Phrase



# Decision Phrases

## Editor Decision Policies

[Edit Editor Decision Terms](#)

[Configure Editor Decision Phrases](#)

[Create/Edit Editor Forms](#)

[Match Editor Forms to Article Types and Editor Roles](#)

[Editor Manuscript Rating Question Configuration](#)

[Configure Options for Review Rating](#)

[Configure Automatic Withdrawal of Declined Revisions](#)

## Create Editor Forms

Default Editor Form [Edit](#)

[Add New Editor Form](#)

[Create/Edit Custom Review Questions](#)

[Configure Editor Decision Phrases](#)

## Current Editor Decision

*No Editor Decision Phrases*

[+ Add Editor Decision Phrase](#)

## Select Editor Decision Phrase(s)



[Select All](#) | [Clear All](#)

- After discussion, all editors are in agreement on this decision
- I am happy to accept your manuscript in its current form for publication.
- This is a very good article, well done.
- I'm sorry, but this is really not very good. I suggest trying a different idea.

[Select All](#) | [Clear All](#)



# Decision Phrases

**Editor Decision Phrases**

Editor Decision Phrases available

**Select Phrase**

I am happy to accept your manuscript in its current form for publication.  
 This is a very good article, well done.  
 I'm sorry, but this manuscript is not suitable for publication in its current form.

Thank you for submitting your work to this journal.  
With kind regards,  
%EDITOR\_NAME  
%EDITOR\_ROLE  
%JOURNALFULFILLMENT  
Comments from the Editor and Reviewers can be found below.  
Thank you for submitting your work to this journal.  
With kind regards,  
Gareth Watkins  
Managing Editor  
Demo GW Site  
Comments from the Editors and Reviewers:  
%COMMENTS\_SECTION  
**%EDITOR\_DECISION**  
%INDIVIDUAL\_COMMENTS

**Date:** Dec 20, 2019  
**To:** "Alan Author" alanauthor19@gmail.com  
**From:** "The Journal" trashjo@ariessys.com  
**Subject:** Your Submission

Ref.: Ms. No. DEMOGW-D-19-00018R1  
My Excellent Article  
Demo GW Site (CS Site)

Dear Dr Author,

I am pleased to tell you that your work has now been accepted for publication in Demo GW Site.

Comments from the Editor and Reviewers can be found below.

Thank you for submitting your work to this journal.

With kind regards

Gareth Watkins  
Managing Editor  
Demo GW Site

Comments from the Editors and Reviewers:

**I am happy to accept your manuscript in its current form for publication.**  
**This is a very good article, well done.**



# Decision Phrases

**Manuscript DEMOGW-D-19-00018R1**  
**"My Excellent Article"**  
**Revision 1**

**Edward Editor (Associate Editor)**

[Edit Editor Comments](#)

<b>Date Submitted:</b>	May 07, 2019
<b>Status Date:</b>	Dec 20, 2019
<b>Current Status:</b>	Decision in Process
<b>Final Disposition:</b>	
<b>Editor's Recommendation:</b>	Accept
<a href="#">View Manuscript Rating Card</a>	
<b>Assignment Date:</b>	Nov 26, 2019
<b>Accepted / Declined:</b>	Accepted
<b>Date Assignment Completed:</b>	Dec 20, 2019
<b>Elapsed Days:</b>	23

## Editor Decision Phrases

I am happy to accept your manuscript in its current form for publication.

This is a very good article, well done.

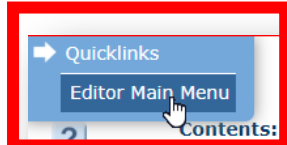
## Editor's Comments to Editor



# User-specific Configuration Options



# Power Grid and Quick Links



Quicklinks

Editor Main Menu

Contents: This page lists all submission

Page: 1 of 1 (7 total submissions)

Action	Manuscript Number
View Submission Duplicate Submission Check (47%) Details ▾ History Classifications Unassign Editor File Inventory Edit Submission Invite Reviewers Solicit Commentary View Reviews and Comments Set Final Disposition Initiate Production Send E-mail Linked Submissions	DEMOGV 00018R1
View Submission Duplicate Submission Check (30%) Details ▾ History Classifications Unassign Editor	

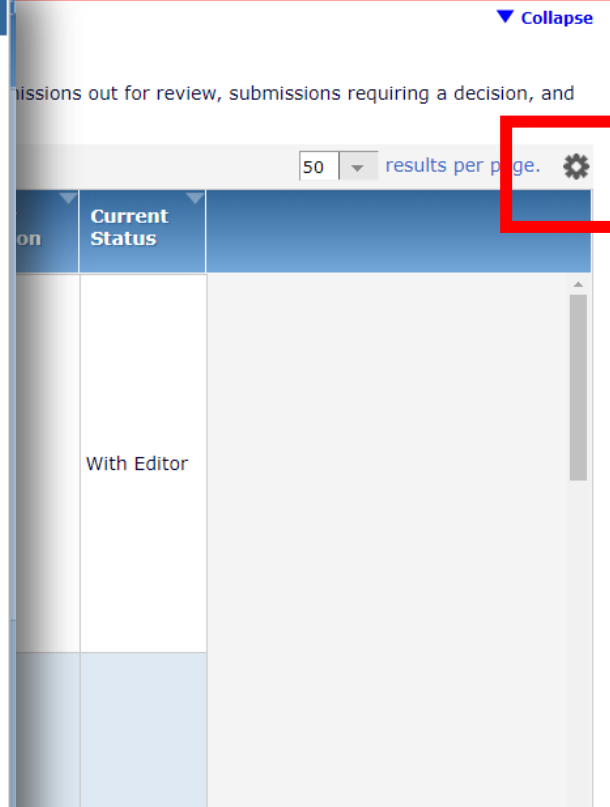
## Grid Options

The columns below are available to be included in this table. Please select the ones you would like to see by marking the "Show" checkbox. You may also lock columns in place so that regardless of your position in the grid you will be able to see the contents. These columns appear together on the left side and are selected by marking the "Fixed" checkbox.

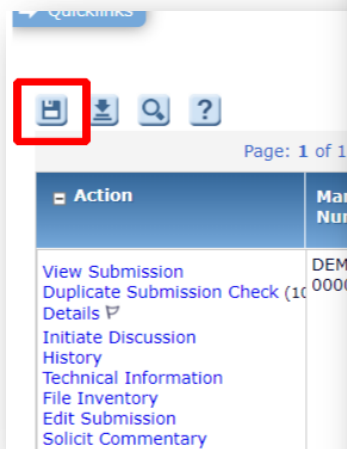
Column Header	Fixed	Show
Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manuscript Number	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Article Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section Category	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Article Title	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Author Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Date Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Status Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Editor with Current Responsibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Review Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Editor Decision	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel

Submit



# Saved Searches



Quicklinks

Page: 1 of 1

Action	Mat Num
View Submission	DEM
Duplicate Submission Check (10000)	
Details ▾	
Initiate Discussion	
History	
Technical Information	
File Inventory	
Edit Submission	
Solicit Commentary	

### Save Search Criteria

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

Criteria	Search Criteria Name
Editorial Status is equal to 'Under Review'	Under Review
	<input checked="" type="checkbox"/> Show this Search in Main

Cancel Submit

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

Editorial Proposal Menu Tasks

## Managing Editor Main Menu

Quick Searches:

[Under Review](#)





# My Review

# ces

GW-D-19-00022

2 [Change] review(s) have been  
(more...)  
review due date. (more...)

## My Reviewer Display Preferences

### Classifications

Please choose how you would like Classifications to be displayed on the Reviewer Selection results pages. This setting applies to all Reviewer search modes, except for Search by Personal Classifications.

- Show only Classification matches with manuscript
- Suppress Classifications
- Show all Personal Classifications for the Reviewer candidate

### Sort the Candidate Reviewer list in order of importance by:

You may also choose how the Candidate Reviewer lists are sorted. This sort preference applies to all Reviewer search modes, except for Suggest Reviewers, which has its own separate set of preferences.

- 1 Ascending Reviewer Name
- 2 Number of Matches to Manuscript Classifications (Most matches displayed first)
- 3 Board Membership (Board Members listed first)
- 4 Average Review Rating (Highest Ratings listed first)
- 5 Total Number of Completed Reviews (Highest number displayed first)

[Return to New Editor Assignments](#)

[Editor Main Menu](#)

### View Submission Information

[Manuscript Details](#) ▾

[History](#)

[Classifications](#)

[View Submission](#)

[Author's Reviewer Preferences](#)

### Quick Action Links

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

[Send E-mail](#)

[Register and Select New Reviewer](#)

[Request Unregistered Reviewer](#)

### Set Preferences

[My Suggest Reviewer Preferences](#)

[My Reviewer Display Preferences](#)



# **Reviewer Discovery Tool**



# Reviewer Discovery

- Searches 3.5 million scholars and researchers from ProQuest Community of Scholars
- Seeks to match title, classifications, keywords, and abstract
- Up to 100 results



# Reviewer Discovery

## Reviewer Candidates

Select a checkbox by each person you wish to select as a Reviewer ([more...](#)).

Select As				Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
Inv.	Asn.	Alt.	Prop.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Information from Reviewer Discovery:</b> <small>Dr. David G. Robertson</small> Department of Political Science Department of Politics, Philosophy and Legal Studies Elizabethtown College <a href="#">View Researcher Profile</a>	No	<b>1 Reviewer Discovery Keyword(s) Found</b> Political Science	<a href="#">View Researcher Profile and Publications</a>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Information from Reviewer Discovery:</b> <small>Dr. David G. Robertson</small> Center for Judaic Studies College of Arts, Humanities and Social Sciences University of Denver <a href="#">View Researcher Profile</a>	No	<b>4 Reviewer Discovery Keyword(s) Found</b> Holocaust Studies English Language or Literature English Middle Eastern Studies	<a href="#">View Researcher Profile and Publications</a>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Information from Reviewer Discovery:</b> <small>Dr. David G. Robertson</small> Department of Chemistry College of Physical and Engineering Science University of Guelph <a href="#">View Researcher Profile</a> <a href="#">View Publications</a> <a href="#">View Researcher Profile and Publications</a>	No	<b>1 Reviewer Discovery Keyword(s) Found</b> Chemistry	<a href="#">View Researcher Profile and Publications</a>	



# Reviewer Discovery from ProQuest Community of Scholars

Philip Hoxby

Close

## Profile

Past Affiliations:	
Qualifications:	PhD, Economics, MA, Economics, BA, Economics, V
Honors and Awards:	
Memberships:	
Languages:	
Personal Keywords:	Economics Public Administration
Expertise:	Labour economics, Applied econometrics, Economics of education current work focuses on education policy, especially the application of behavioral economics to education and child development. He often examines this field by initiating and implementing large-scale field experiments, with the goal of producing convincing evidence for public policy decisions.

## Patents & Grants

Patents:	
Grants:	

## Summarized Publications

Total Articles	18
Total Book Chapters	0
Total Conference Papers	0
Total Other	1

## Most Recent Publications

Publication Date	Type	Name	Volume	Issue	External Link	Title	Abstract
Aug 2014	ARTICLE	The American Economic Review	104	8	<a href="#">CrossRef</a>		

# Reviewer Discovery

## Assign Reviewer Role

All Reviewer candidates must be assigned a Reviewer Role before being invited to review. Please assign a Reviewer Role to the people who do not yet have roles. You can also check 'Do not use this Person' if you decide not to invite them.

Name	Selected As	Reviewer Role	Do not use this Person
[Redacted]	Invited	[Redacted]	<input type="checkbox"/>

Cancel

Assign

You have selected the following people as potential Reviewers ([more...](#))

### Reviewers to Invite

Name	Letter	Due Date	Do Not Invite
[Redacted] (Reviewer)	Reviewer Invitation <a href="#">Customize</a>	12/11/2019 (mm/dd/yyyy)	<input type="checkbox"/>

Change Selections

Cancel

Confirm Selections and Proceed



# Reviewer Discovery

- To enable Reviewer Discovery, contact your Aries Account Coordinator
- When enabled, Reviewer Discovery search option will be available to Editors with permission to invite/assign/propose Reviewers
- Duplicate users can be prevented

Inv.	Asn.	Alt.	Prop.	E-mail Match Found in EM:	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Use this Candidate <b>This Reviewer Discovery candidate has an email address that matches an existing EM user account. Please select the checkbox for the E-mail Match Found in EM to invite this candidate.</b> [Redacted] (Reviewer) [Redacted]	No
<b>People Notes:</b> To show new RD Feature					
<b>Information from Reviewer Discovery:</b> E-mail match found; please select person above [Redacted]					No

Reviewer Name
<b>Confirmed EM Match:</b> [Redacted] (Reviewer) University of Toronto [Redacted] [Redacted]
Proxy Registered from Reviewer Discovery Search on Nov 27, 2019



# Reviewer Discovery – Prevent Duplicates

- Policy Manager > Registration Policies > Set Duplicate E-mail Address Policy
- Select “Yes” under "Prevent Duplicate E-mail Addresses for Reviewer Discovery"

## Prevent Duplicate E-mail Addresses for Reviewer Discovery

When a Reviewer Discovery candidate is returned from the Pivot ProQuest Community of Scholars database, the system checks to see if the ProQuest e-mail address already exists in the EM database. If a matching e-mail address is found in EM, both the ProQuest record and the EM record are displayed for the Editor, and s/he can choose which person to use. If the Editor selects the ProQuest record, the person is proxy-registered in EM and a people record with a duplicate email address is created. This setting allows you to determine whether Editors are allowed to select and use a Reviewer Discovery candidate that may already exist in EM, thereby creating a duplicate account with the same e-mail address.

Select 'Yes' to prevent the Editor from selecting and proxy-registering a person that may already exist in EM on the Reviewer Discovery Results page.

Yes  No





# **Duplicate Submission Check**



# Duplicate Submission Check

- Identify manuscripts that have been resubmitted, either accidentally or deliberately
- Duplicate Score calculated based on:
  - Article title similarity (40%)
  - Author similarity (30%)
  - Abstract (30%)

Action	Manuscript Number
<a href="#">Action Links</a> ▼ (47%) D	DEMOGW-D-19-00018R1
<a href="#">Action Links</a> ▼ (30%) D	DEMOGW-D-19-00024





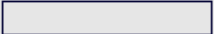




Action	Manuscript Number
<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (47%)</a> <a href="#">Details</a> ▼ <a href="#">History</a> <a href="#">Classifications</a> <a href="#">Unassign Editor</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Invite Reviewers</a> <a href="#">Solicit Commentary</a>	DEMOGW-D-19-00018R1



# Duplicate Submission Check

## Potential Duplicate Submissions

EM Duplicate Score: 47%

Manuscript/Submission Number	Initial Date Submitted	Revision	Current Status	Article Title	Authors	Article Title Similarity	Author Similarity	Abstract Similarity
DEMOGW-D-19-00020 <a href="#">View Submission Details</a>	06/03/2019 15:14:38	1	Completed Accept	My Wonderful Article	Jane Smith; John Doe	50% 	0% 	93% 
DEMOGW-D-19-00012 <a href="#">View Submission Details</a>	02/28/2019 11:36:29	0	Completed Reject	My Wonderful Article	John Smith; Jane Doe	50% 	0% 	69% 
DEMOGW-D-18-00001 <a href="#">View Submission Details</a>	10/31/2018 12:21:29	0	Completed Accept	My Wonderful Article	Gareth Watkins	50% 	0% 	8% 
DEMOGW-D-19-00011	02/28/2019	0	Completed	My Wonderful Article	Gareth Watkins	50%	0%	8%



# Duplicate Submission Check

- PolicyManager > Submission Policies > Configure Duplicate Submission Check
- Thresholds:
  - Corresponding Author has submitted a paper in the past [X] days
  - A previously submitted paper scores a [X] percent duplicate score
  - Option to highlight scores of a chosen percentage or higher; these appear in red in the Editor's EM interface

**Alert me when:**

- The same Corresponding Author has submitted a paper in the past  days
- A similar paper has been previously submitted.
  - Only display potential duplicate submissions that have an EM Duplicate Score that is  % or more
  - Highlight the EM Duplicate Score when it is  % or more



# **Batch Reassignment of Open Editor Assignments**

*Coming in 16.1*



# Batch Reassign Open Editor Assignments

- Coming in 16.1

**User Information**

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

Default Login Menu:

Available as a Reviewer? Yes  No

Board Member? Yes  No

Forbidden as a Reviewer? Yes  No

Cancel Proceed

Page: 1 of 1 (2 total submissions) 1

Select	Action	Manuscript Number	Author Name	Article Title	Section Category	Current Status
<input checked="" type="checkbox"/>	<a href="#">View Submission Details</a> <a href="#">History</a>	DEMOGWBeta-D-19-00007	Gareth Watkins	My Excellent Article	Basic Science Section	With Editor
<input checked="" type="checkbox"/>	<a href="#">View Submission Details</a> <a href="#">History</a>	DEMOGWBeta-D-19-00008	Abby Author	My Wonderful Article	Basic Science Section	With Editor



# Batch Reassign Open Editor Assignments – Configuration

- PolicyManager > Email and Letter Policies > Edit Letters
  - New Letter Family: Assign/Unassign Editor for Submission Batch
  - New merge field:  
%BATCH\_EDITOR\_ASSIGNMENT\_MS\_LIST%

## Editor Assignment Policies

- [Set Editor Assignment Options](#)
- [Define Editor Assignment Chain Templates](#)
- [Set Editor Rotation Participants](#)
- [Edit Instructions on Modify Editor Chain Page](#)
- [Configure Batch Editor Assignment Pages](#)
- [Configure Automated Summary Reminders](#)

## Configure Batch Editor Assignment Pages

### Configure Letters

Select the default letters to send to Editors when multiple submissions are being assigned or unassigned by batch.

- The 'Assign Editor for Selected Submissions' page lists the Editor assignment letter only (no unassignment letter is sent). An alternative letter in the Assign/Unassign Editor for Submission Batch family may be configured, which can be selected for Editors who receive invitations for assignments.
- The 'Replace Editor for Selected Submissions' page lists both assignment and unassignment letters.

Only letters already configured on the Edit Letters page in PolicyManager as part of the Assign/Unassign Editor for Submission Batch family are available for selection below.

Editor	Select Default Letter
Current Editor Being Unassigned	Reassign batch of submissions ▼
New Editor Being Assigned	Reassign batch of submissions ▼



# Batch Reassign Open Editor Assignments – Configuration

- RoleManager > Editor Assignment

Editor Assignment

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

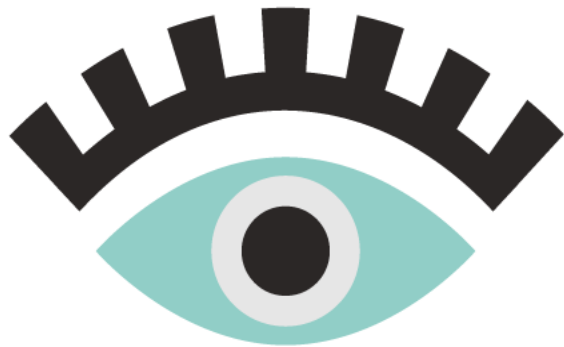






# Increased Convenience for Editors

*Any Questions?*



Gareth Watkins  
Account Coordinator  
[gwatkins@Ariessys.com](mailto:gwatkins@Ariessys.com)

**#EEMUG2020**

