

ProduXion Manager Reporting

Melanie Cotterell – Client Services Manager

Contents

- Useful Tables and Views
- Establishing Desired Results
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- Alternative Reporting
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Useful Tables and Views

Production-related Reporting Tables

General Data Export and Enterprise Analytics Reports:

Schedule Groups Production Task Assignments Table
Schedule Group Production Tasks

Schedule Group TOC
Schedule Group TOC Headers
Schedule Groups

Submission Production Task Assignments Table
Submission Production Tasks Table

Useful Tables – Document Table, People Table

Production-related Reporting Views

Custom Reports and Enterprise Analytics Reports:

Schedule Groups Production Task View

Schedule Group TOC and Headers View

Schedule Groups View

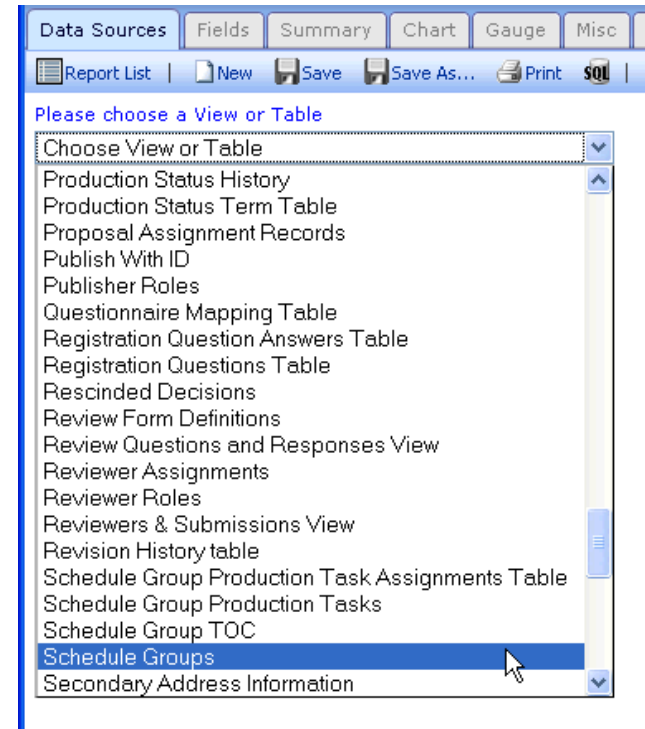
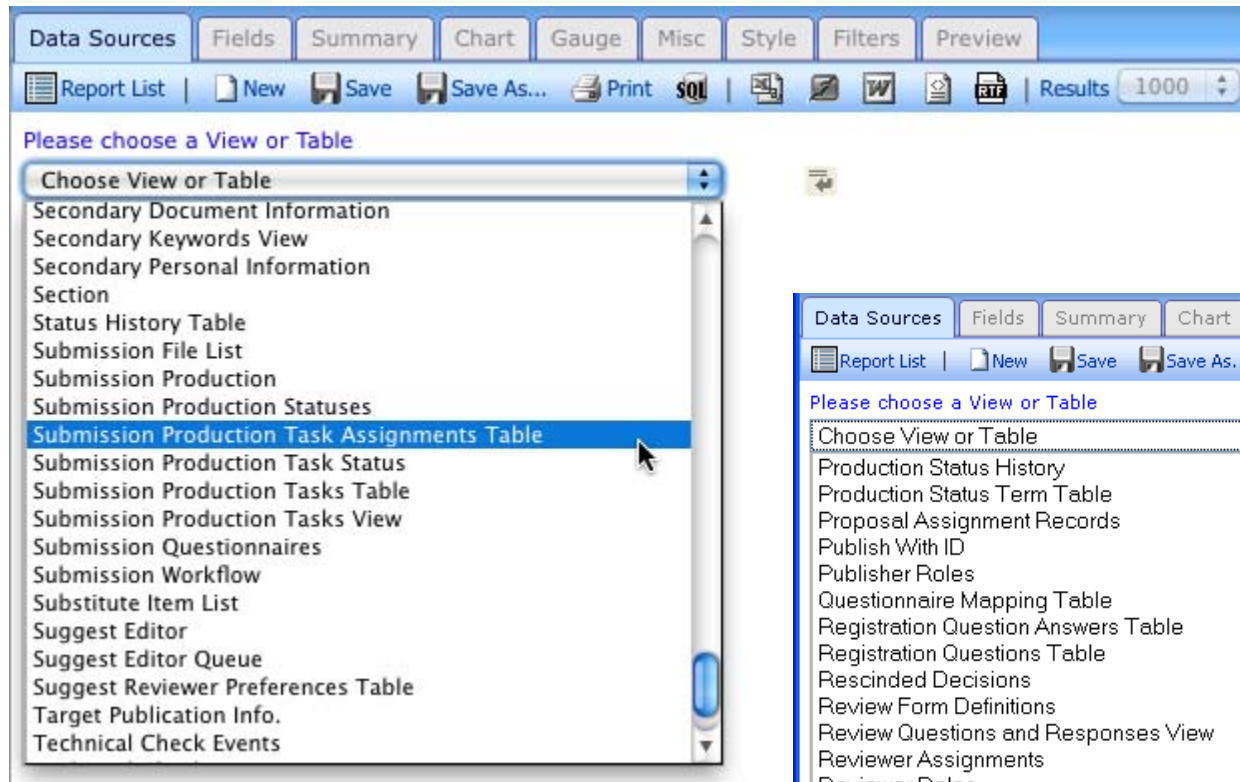
Submission Production Tasks View

Submission Production View

Production Task Questionnaire View

Useful View – Manuscript Status History View

Choosing Production-Specific Tables and Views in EAR



Schedule Group Production Tasks View

Provides information on all Schedule Group Production Tasks

Returns one row per Schedule Group Production Task (may return multiple rows per Schedule Group)

Available in Custom Reports and EAR reports

For general Schedule Group information, use the Schedule Groups View

Schedule Group Production Tasks View

| Schedule Group Description | Schedule Group Production Task Name | Assigned to Role | Schedule Group Production Task Assignment Start Date | Schedule Group Production Task Assignment Stop Date | Days Late |
|---------------------------------|-------------------------------------|-------------------------|--|---|-----------|
| 1(1-2) - Inaugural Double Issue | Paginate Issue | Editorial Administrator | 12/3/2012 11:48:58 AM | 4/10/2013 | -123 |
| 1(1-2) - Inaugural Double Issue | Proof Issue | Editorial Administrator | 12/3/2012 11:46:26 AM | 12/3/2012 | 3 |
| 1(1-2) - Inaugural Double Issue | Test SG Task | Editorial Administrator | 10/12/2012 12:23:40 PM | 12/3/2012 | -42 |

Schedule Groups View

Provides an overview of all Schedule Group fields (such as Schedule Group Description, Target Publication Date, Volume and Issue, Budget)

Also includes calculated/totals fields for current counts

Returns one row per Schedule Group

Available in Custom Reports and EAR reports

For SG Task info, use Schedule Group Production Tasks View

Schedule Groups View Example

| Vol | Iss | pp. Budget | pp. Count | pp. Shortfall | BW px Budget | BW Count | Col px Budget | Col px Count |
|-----|-----|------------|------------|---------------|--------------|-----------|---------------|--------------|
| 1 | 1-2 | 126 | 34 | 92 | 20 | 3 | 12 | 0 |
| 1 | 3 | 196 | 101 | 95 | 48 | 47 | 12 | 12 |
| | | 322 | 135 | 187 | 68 | 50 | 24 | 12 |

Submission Production View

Contains basic submission and corresponding author metadata; key editorial and production dates and information; some Schedule Group and TOC information.

Returns one row per submission

Available in Custom Reports and EAR reports

Submission Production View

Vol:

Issue:

Issue Description:

| TOC #▲ | Manuscript Number | DOI | Submitted | FD Set | First into Prodn. | Schedule Slip | pp. |
|--------|-------------------|-----|-----------|----------|-------------------|-----------------|------------|
| | | | 9/5/2012 | | 9/5/2012 | 0 | 0 |
| | cssc* | | 7/4/2011 | 7/4/2011 | 7/4/2011 | 0 | 0 |
| | | | | | | 9/5/2012 | 0 0 |

Vol: 1

Issue: 1-2

Issue Description: 1(1-2) - Inaugural Double Issue

| TOC #▲ | Manuscript Number | DOI | Submitted | FD Set | First into Prodn. | Schedule Slip | pp. |
|--------|-------------------|-----|-----------|-----------|-------------------|------------------|----------------|
| 1 | JXYZ-D-04-00042 | | 11/8/2004 | 11/8/2004 | 8/30/2007 | 1906 | 20 |
| 2 | JXYZ-D-04-00032 | | 2/11/2004 | 7/7/2005 | 8/30/2007 | 1901 | 14 |
| 3 | TT17990-Test-001 | | 8/14/2008 | | 8/14/2008 | 1909 | 0 |
| 4 | JXYZ-TEST-1206 | | 9/1/2005 | | 10/11/2010 | 1907 | 0 |
| 5 | testy-3 | | 7/11/2012 | | 7/11/2012 | 1909 | 0 |
| 6 | testy-4 | | 7/11/2012 | | 7/11/2012 | 1909 | 0 |
| | | | | | | 7/11/2012 | 1909 34 |

Issue: 3

Issue Description: 1(3) - Mar 2013 Issue

| TOC #▲ | Manuscript Number | DOI | Submitted | FD Set | First into Prodn. | Schedule Slip | pp. |
|--------|-------------------------|-----|------------|------------|-------------------|-----------------|--------------|
| 1 | JXYZ-D-04-00043 | | 11/12/2004 | 11/12/2004 | 8/30/2007 | 0 | 16 |
| 2 | Testing-TT17991-61-0001 | | 11/11/2008 | | 11/11/2008 | 0 | 13 |
| 3 | | | 6/28/2011 | 6/28/2011 | 6/28/2011 | 0 | 15 |
| 4 | test-9027-0001 | | 6/28/2011 | 6/28/2011 | 6/28/2011 | 0 | 26 |
| 5 | | | 7/4/2011 | 7/4/2011 | 7/4/2011 | 0 | 31 |
| | | | | | | 7/4/2011 | 0 101 |

Establishing Desired Results

To see or not to see...

Picture this...

“I want a report on all papers in production”

- Submission Production Task Assignment Table/Submission Production Tasks View

Some papers wont show up – no tasks assigned

Some papers will show multiple times – multiple tasks

- Submission Production View

This will give one result per paper

“I only want one result, but I used the Submission Production View and can’t see when they were copyedited”

Need to see the task and completion dates and filter by task name

Default EAR PM Reports

Work smarter not harder...

Default Reports

Standard Reports

Editorial Reports

[Accept and Reject Decisions by Editor in selected timeframe](#)
[Accept and Reject Decisions in selected timeframe](#)
[Average Days to Decision by Editor](#)
[Completed Reviews Detail Report](#)
[Editor Submission Counts - All editors by Role](#)
[Editor Submission Counts - Editors at End of Chain](#)
[People and Classifications](#)
[People and Institutions](#)
[People Detail Sheet Subreport](#)
[People List Subreport](#)
[Reviewer Thank-You List](#)
[Status of Submissions Received in selected timeframe](#)
[Submission Turnaround Times - Editorial](#)
[Submissions Accepted - by Country and Year](#)
[Submissions Received - by Article Type and Year](#)
[Submissions Received - by Country and Year](#)
[Submissions Received - by Month and Year](#)

Production Tracking Reports

[Avg Days to Complete Production Tasks in selected timeframe](#)
[Submission Turnaround Times - Editorial and Production](#)
[Submission Turnaround Times - Production](#)

Cross-Publication Standard Reports

Cross-Publication Editorial Reports

[People and Classifications](#)
[People and Institutions](#)
[People Detail Sheet](#)
[People List](#)
[Submission Turnaround Times - Editorial](#)
[Submissions Received - By Article Type and Year](#)
[Submissions Received - by Country and Year](#)
[Submissions Received - by Month and Year](#)

Cross-Publication Production Tracking Reports

[Avg Days to Complete Production Tasks in selected Timeframe](#)
[Number of Submissions per Open Schedule Group](#)

Enterprise Analytics Reporting Production Tracking Reports

- Avg Days to Complete Production Tasks in selected timeframe
- Submission Turnaround Times – Editorial and Production
- Submission Turnaround Times – Production
- As with all standard EAR reports, they can be resaved and tweaked as needed

Avg. Days to Complete Production Tasks

- Uses Submission Production Tasks View
- Takes the field “Days between Submission Production Task Assignment and Task Completion” and averages it for each task assignment
- Shows top 10 slowest tasks as a bar chart
- Shows top 12 fastest tasks as gauges
- Shows a detail report with each task name and average days to complete
- Date range is selectable

Results page – date criteria

Filter Field Operator Value(s) Blank

| | | | | | | | | | |
|---|---|----------------|-------------|--------------------------|--|--|--|--|--|
| 3 | Submission Production Task Assignment Stop Date | In Time Period | In The Past | <input type="checkbox"/> | | | | | |
| 4 | ... | ... | ... | <input type="checkbox"/> | | | | | |

Show Filters In Report Description

Require ... Parameters in Viewer

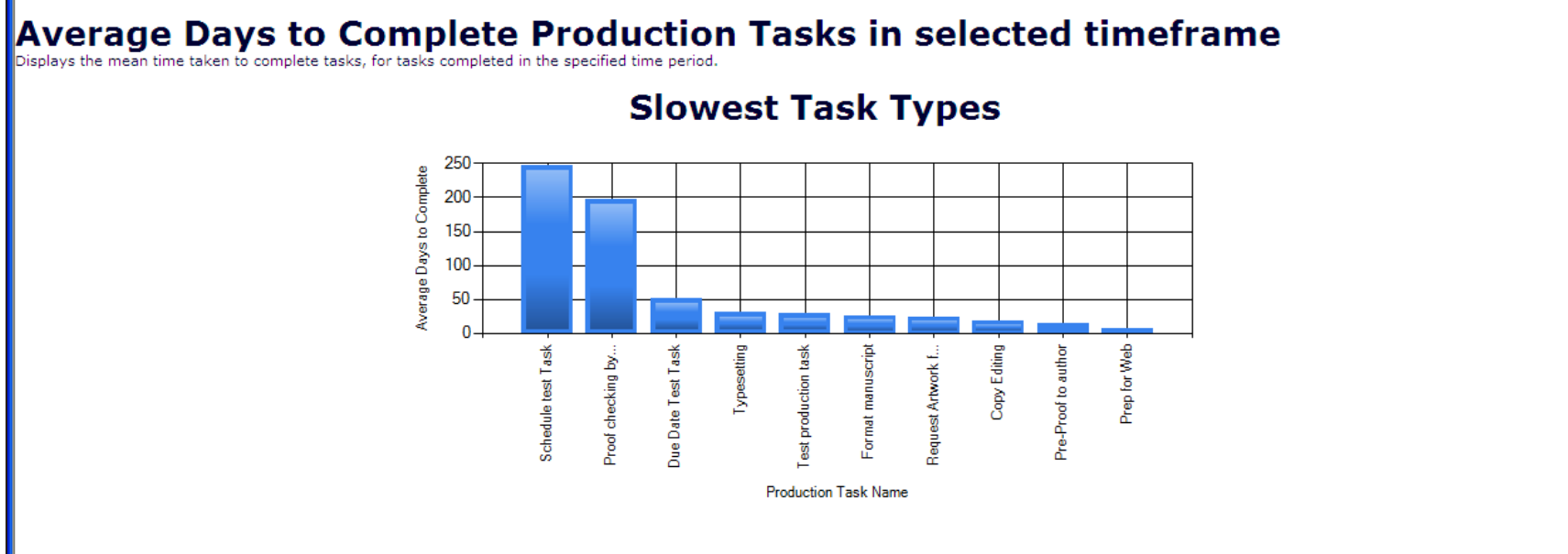
Filter Logic

Displays the mean time taken to complete tasks, for tasks completed in the specified time period.

Slowest Task Types

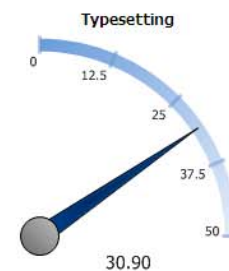
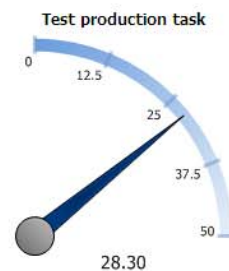
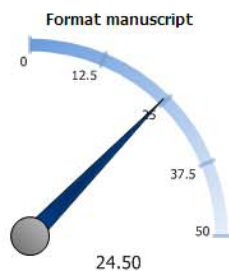
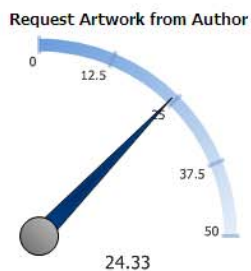
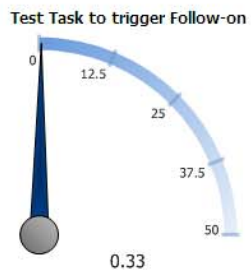
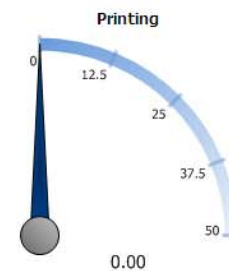
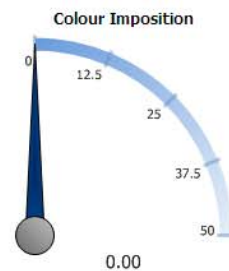
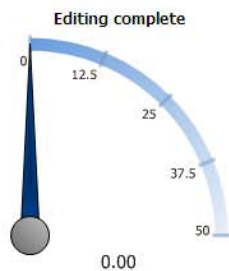
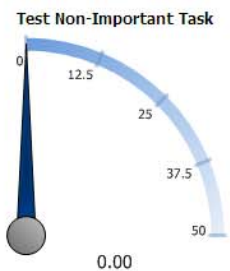
| Task Type | Mean Time (Days) |
|-----------|------------------|
| 1 | 230 |
| 2 | 180 |
| 3 | 100 |
| 4 | 100 |
| 5 | 100 |
| 6 | 100 |
| 7 | 100 |
| 8 | 100 |
| 9 | 100 |
| 10 | 100 |

Results page – slowest tasks



Results page – fastest tasks

Fastest Task Types




Results page – Detail Report

| Production Task Name ▼ | Average Days to Complete |
|-----------------------------|--------------------------|
| Colour Imposition | 0 |
| Copy Editing | 18 |
| Due Date Test Task | 51 |
| Editing complete | 0 |
| Format manuscript | 25 |
| Prep for Web | 6 |
| Pre-Proof to author | 14 |
| Printing | 0 |
| Proof checking by Author | 198 |
| Request Artwork from Author | 24 |
| Schedule test Task | 247 |
| Test Non-Important Task | 0 |
| Test production task | 28 |


Submission Turnaround Times – Editorial and Production

- Uses Manuscript Status History View and Document Table
- Uses the Arithmetic option to subtract date fields (e.g. First Decision Date – Initial Date Submitted)
- Limited to submissions that have entered production (Date First Entered Production isn't blank)
- 12 turnaround time calculations per manuscript, both editorial and production-related
- Date range is selectable

Results page



[HOME](#) • [LOG OUT](#) • [HELP](#) • [REGISTER](#) • [UPDATE MY INFORMATION](#) • [JOURNAL OVERVIEW](#)
[MAIN MENU](#) • [CONTACT US](#) • [SUBMIT A MANUSCRIPT](#) • [INSTRUCTIONS FOR AUTHORS](#)



Go to:
 Role: Username: jmacjohn

Important Message: Site under development. Do not use for live manuscript submission.

Require Parameters in Viewer

Filter Logic

Submission Turnaround Times - Editorial and Production

Shows elapsed times for key stages in a submission's progress. Blue values indicate total/cumulative time elapsed from receipt to that stage; green values indicate elapsed time

DATE_FIRST_ENTERED_PRODUCTION Isn't Blank
FINALDECISIONDATE In Time Period In The Past

| MS Number | Received | Final Decision | Rec. - 1st Dec. | Rec - Fin. Dec. | Rec-Fin. Disp. | Rec-In Prodn. | Rec-Tgt. Onln. | Rec-Tgt Pub. |
|-----------------|-----------|----------------|-----------------|-----------------|----------------|---------------|----------------|--------------|
| | 2/2/2011 | 2/2/2011 | | | 0 | 0 | 0 | |
| | 4/22/2011 | 5/19/2011 | | | 27 | 27 | | |
| 70-32-Test-0001 | 12/1/2008 | 12/1/2008 | 0 | 0 | | 0 | | |
| 70-32-Test-0002 | 12/1/2008 | 12/1/2008 | 0 | 0 | | 0 | | |
| FDDateTest-1 | 7/25/2006 | 7/25/2006 | 0 | 0 | 0 | | | 160 |
| JXYZ-60Test-1 | 3/30/2007 | 3/30/2007 | 0 | 0 | | 4 | 33 | 110 |
| JXYZ-60Test-2 | 3/30/2007 | 3/30/2007 | 0 | 0 | 1519 | 0 | 15 | 32 |
| JXYZ-60Test-3 | 3/30/2007 | 3/30/2007 | 0 | 0 | 1519 | 0 | 17 | |
| JXYZ-60Test-5 | 4/3/2007 | 5/27/2011 | 1515 | 1515 | 1515 | 0 | | 28 |
| JXYZ-D-03-00004 | 2/26/2003 | 3/10/2003 | 12 | 12 | 12 | 1127 | | 1477 |
| JXYZ-D-03-00006 | 2/25/2003 | 4/10/2003 | 44 | 44 | 44 | 1072 | | |
| JXYZ-D-03-00007 | 3/20/2003 | 4/16/2003 | 21 | 27 | 62 | 1048 | | 1455 |
| JXYZ-D-03-00009 | 3/26/2003 | 4/26/2006 | 98 | 1127 | | 1045 | | 1449 |
| JXYZ-D-03-00010 | 3/28/2003 | 3/28/2003 | 0 | 0 | 13 | 1139 | | 1743 |
| JXYZ-D-03-00012 | 3/24/2003 | 7/3/2003 | 101 | 101 | 143 | 1030 | | 1451 |

Submission Turnaround Times –Production

- Uses Manuscript Status History View and Document Table
- Uses the Arithmetic option to subtract date fields (e.g. First Decision Date – Initial Date Submitted)
- Limited to submissions that have entered production (Date First Entered Production isn't blank)
- 9 turnaround time calculations per manuscript, production-related
- Date range is selectable

Results page

| MS Number | Received | In Production | Rec-In Prodn. | In Prod.-Tgt Onln Pub | In Prod.-Act Onln Pub | In Prod.-Tgt Pub | In Prod.-Act Pub | In Prod.-Prod Compl | In Prod.-Tgt Onln Pub. | Tgt Onln-Tgt Pub | Tgt Pub-Prod Compl |
|--------------------------|-----------|---------------|---------------|-----------------------|-----------------------|------------------|------------------|---------------------|------------------------|------------------|--------------------|
| | 2/2/2011 | 2/2/2011 | 0 | | | | | | | | |
| | 4/22/2011 | 5/19/2011 | 27 | | | | | | | | |
| 70-32-Test-0001 | 12/1/2008 | 12/1/2008 | 0 | | | | | | | | |
| 70-32-Test-0002 | 12/1/2008 | 12/1/2008 | 0 | | | | | | | | |
| FDDateTest-1 | 7/25/2006 | 7/25/2006 | 0 | | | 160 | | | | | |
| JXYZ-60Test-1 | 3/30/2007 | 4/3/2007 | 4 | 29 | | 106 | | | 29 | 77 | |
| JXYZ-60Test-2 | 3/30/2007 | 3/30/2007 | 0 | 15 | | 32 | | | 15 | 17 | |
| JXYZ-60Test-3 | 3/30/2007 | 3/30/2007 | 0 | 17 | | | | | 17 | | |
| JXYZ-60Test-5 | 4/3/2007 | 4/3/2007 | 0 | | | 28 | | | | | |
| JXYZ-D-03-00004 | 2/26/2003 | 3/29/2006 | 1127 | | | 350 | | | | | |
| JXYZ-D-03-00006 | 2/25/2003 | 2/1/2006 | 1072 | | | | | | | | |
| JXYZ-D-03-00007 | 3/20/2003 | 1/31/2006 | 1048 | | | 407 | | | | | |
| JXYZ-D-03-00009 | 3/26/2003 | 2/3/2006 | 1045 | | | 404 | | | | | |
| JXYZ-D-03-00010 | 3/28/2003 | 5/10/2006 | 1139 | | | 604 | | | | | |
| JXYZ-D-03-00012 | 3/24/2003 | 1/17/2006 | 1030 | | | 421 | | | | | |
| JXYZ-D-03-00013 | 4/28/2003 | 6/12/2007 | 1506 | | | | | | | | |
| JXYZ-D-03-00018 | 5/13/2003 | 1/31/2006 | 994 | | | 407 | 8 | | | | |
| JXYZ1 | 6/12/2003 | 1/31/2006 | 964 | | | 703 | 335 | | | | |
| JXYZ13 | 7/16/2003 | 4/26/2006 | 1015 | | | 645 | | | | | |
| JXYZ2 | 7/2/2003 | 6/7/2006 | 1071 | | | | | | | | |
| JXYZ23 | 11/3/2003 | 4/20/2011 | 2725 | | | | | | | | |
| JXYZ3 | 7/2/2003 | 3/30/2006 | 1002 | | | | | | | | |
| JXYZ43 | 3/17/2006 | 3/17/2006 | 0 | | | | | | | | |
| JXYZ45 | 3/16/2006 | 3/17/2006 | 1 | 136 | | | | | 136 | | |
| JXYZ47 | 4/20/2006 | 4/20/2006 | 0 | | | | | | | | |
| JXYZ48 | 4/26/2006 | 4/26/2006 | 0 | | | 645 | | | | | |
| JXYZ49 | 4/26/2006 | 4/26/2006 | 0 | | | 645 | | | | | |
| JXYZ52 | 4/26/2006 | 4/26/2006 | 0 | | | 1376 | | | | | |
| JXYZ53 | 5/10/2005 | 2/3/2006 | 269 | | | | | | | | |
| JXYZ54 | 4/27/2006 | 4/27/2006 | 0 | | | 1375 | | | | | |
| JXYZ55 | 4/27/2006 | 4/27/2006 | 0 | 71 | | 614 | | | 71 | 543 | |
| LetterTest-1 | 7/4/2006 | 7/5/2006 | 1 | 2 | 2 | 40 | | | 2 | 38 | |
| PM 60_23_01 Test00001 | 8/21/2006 | 5/22/2007 | 213 | | | 315 | | | | | |
| ProdDateTest-2 | 7/25/2006 | 7/25/2006 | 0 | 160 | | 20 | | | 160 | -140 | |
| STOPTest-3 | 7/21/2006 | 7/21/2006 | 0 | 164 | 2 | | | | 164 | | |

Alternative Reporting

Reminders, Searches and Downloads

Reminder Reports

Reports

[Submission Tasks Reminder Report](#)
[Schedule Group Tasks Reminder Report](#)
[Automated Submission Tasks Reminder Report](#)
[Automated Schedule Group Tasks Reminder Report](#)
[Editor/Publisher Assignment Totals by Task Type Report](#)

- Easily send reminders for outstanding tasks (overdue or not)
- Filter by task, Schedule Group, Recipient Role, due date, Online Publication date, Article Type and Section/Category

Choose Criteria

Productions Tasks Reminder Report

Please select the report parameters. This report will produce a list of people who have open (incomplete) production tasks. Reminders can be sent from the report results page.

Select Production Task:

Select Schedule Group:

Assigned To: [Check All](#) [Clear All](#)

- Author
- Assistant Editor
- Assistant Editor
- Copy Editor

Using the above selections:

- Show open Production Tasks Assignments regardless of due date.
- Show open Production Tasks which are due between and (mm/dd/yyyy)
- Show open Production Tasks for Submissions with a Submission Target Online Publication Date between and (mm/dd/yyyy)
- Show open Production Tasks for Submissions with a Schedule Group Target Online Publication Date between and (mm/dd/yyyy)
- Show open Production Tasks for Submissions with a Schedule Group Target Publication Date between and (mm/dd/yyyy)
- Show open Production Task Assignments for Target Publication Volume and Issue
- Show open Production Tasks with more than elapsed days since the Production Task was assigned.
- Show open Production Tasks that are within days of their due date.
- Show open Production Tasks that are days past their due date.

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.

Article Type: [Select All](#)
 [Clear All](#)

Section/Category: [Select All](#)
 [Clear All](#)

Results and Reminders page

[Check All](#) [Clear All](#)

| Send Reminder | Production Task | Assigned To | Date Task Assigned | Date Task Due | Days Until Due | Date Last Reminder Sent | # Reminders Sent | Total Elapsed Days | Manuscript Number | DOI | Author Name | Article Title | Production Status | Schedule Group | Section |
|--------------------------|--|---------------|--------------------|---------------------|-------------------|-------------------------|------------------|--------------------|--------------------|--------------------------|---------------------------------|--|--------------------------------------|--------------------------------------|---------|
| <input type="checkbox"/> | Format MS Production Details History | Richard Wynne | Jan 19 2015 3:51PM | Jan 26 2015 11:59PM | 347 days past due | | 0 | 354 | DEMO-100-75 | 10.1371/journal.pntd.213 | Tony Alves (UNITED STATES) | Educational initiatives in southern Norway | Needs Copy Edit; Out for Translation | | |
| <input type="checkbox"/> | Format MS Production Details History | Richard Wynne | Jan 19 2015 3:53PM | Jan 26 2015 11:59PM | 347 days past due | | 0 | 354 | DEMO112-D-14-00020 | 10.1371/journal.pntd.214 | John Second, MD (UNITED STATES) | SU Testing TF | Needs Copy Edit; Out for Translation | | |
| <input type="checkbox"/> | Format MS Production Details History | Richard Wynne | Feb 10 2015 2:53PM | Feb 17 2015 11:59PM | 325 days past due | | 0 | 332 | DEMO572R1 | 10.1371/journal.pntd.215 | Anthony Author, MD (ZIMBABWE) | World cup soccer etc. | Needs Copy Edit; Out for Translation | Caroline's group #57 | |

[Check All](#) [Clear All](#)

Page: 1 of 1 (3 total submissions)

Display results per page.

[Send Reminders](#)

Search Submissions – Multiple Criteria

Search submissions selection criteria

Display search results in Beta grid

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

Search Definition: Choose Saved Search

[Remove Search Definition](#)

[Edit Selected Search Definition](#)

[Share Selected Search Definition](#)

[Run Selected Search Definition](#)

[Help with Searching](#)

[Insert Special Character](#)

[Value Options](#)

[Advanced Criteria](#)

| (| Criterion | Is/Is not | Selector | Value |) |
|----------------------|---|---------------------------------|---------------------------------------|---|----------------------|
| <input type="text"/> | <input type="text" value="Production Status Term"/> | <input type="text" value="is"/> | <input type="text" value="Equal To"/> | <input type="text" value="Needs Copy Edit"/> <ul style="list-style-type: none">Needs Copy EditCopy Edit in ProgressCopy Editing CompletedReady for CompositionFiles Back From CompositorFiles back from image optimizationOut for TranslationIn AutoproofSend to TypesetterCaroline's test term | <input type="text"/> |

[Help with Searching](#)

- Use the [Value Options](#) link to view standard lists and classifications; you can copy and paste Values from there.
- The required format for date entry is mm/dd/yyyy. If the date is not entered in this format, you will be required to re-enter the date in the specified format.
- You must enter at least one set of criteria in the Value box to execute a search. We recommend entering as much criteria as you know. The more refined the criteria, the quicker your results will be returned.
- If you combine AND and OR relations, use the parentheses to ensure the evaluations are carried out in the right order. If you do not use parentheses, or combine AND and OR within parentheses, the AND relationship is evaluated first.
- Selections are case-insensitive. You may enter any mixed case value.
- You can check for empty (no value) fields by selecting the "Unspecified" Selector.

[Editorial Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Search Submissions – Download results

- Save
- Download
- Search again
- Learn More



Quicklinks



Search Submissions - Search Results

Production Status Term is equal to 'Needs Copy Edit' and Production Status Term is equal to 'Out for Translation'

| Select | Action | Manuscript Number | DOI | Author Name | Article Title | Article Type | Short Title | Keywords |
|--------------------------|---|----------------------|--------------------------|--------------------------------------|--|------------------------|-------------|--------------------------------------|
| <input type="checkbox"/> | Action Links ▶ ▼ * 🏆 (69%) | DEMO-100-66 | 10.1371/journal.pntd.202 | Buzz Aldrin (UNITED STATES) ▼ | SU testing crosscheck | Original Research | | |
| <input type="checkbox"/> | Action Links ▶ ▼ * 🏆 (32%) 📄 | DEMO-100-75 | 10.1371/journal.pntd.213 | Tony Alves (UNITED STATES) ▼ | Educational initiatives in southern Norway | Original Research | | education;Norway |
| <input type="checkbox"/> | Action Links ▶ ▼ | DEMO-D-04-00051 | 10.1371/journal.pntd.153 | Anthony Author (ZIMBABWE) ▼ 1 2 | Assigning an Editor after inviting Reviewers, but before making a decision | Original Research | | fff; |
| <input type="checkbox"/> | Action Links ▶ ▼ (43%) 📄 | DEMO112-D-14-00010R2 | 10.1371/journal.pntd.211 | Caroline Webber (UNITED STATES) ▼ | additional 12.0-31 testing of questions where submission is at 2 revisions | Original Research | | keyword1;keywor |
| <input type="checkbox"/> | Action Links ▶ ▼ | DEMO112-D-14-00013R2 | 10.1371/journal.pntd.212 | Dave Lister (UNITED KINGDOM) ▼ | 11.2 NLM 2.3 XML test | Geode Acronimology | | |
| <input type="checkbox"/> | Action Links ▶ ▼ (20%) 📄 | DEMO112-D-14-00020 | 10.1371/journal.pntd.214 | John Second (UNITED STATES) ▼ | SU Testing TF | Original Research | | one;two; |
| <input type="checkbox"/> | Action Links ▶ ▼ | DEMO572R1 | 10.1371/journal.pntd.215 | Anthony Author (ZIMBABWE) ▼ 1 2 | World cup soccer etc. | Original Research | | active vitamin D;p hormone-related p |
| <input type="checkbox"/> | Action Links ▶ ▼ 📄 | DEMO668 | | Andrew Author (UNITED STATES) ▼ | Test | December Special Issue | | |
| <input type="checkbox"/> | Action Links ▶ ▼ | DEMO677 | | Nicki Cat (UNITED STATES) ▼ | Full Title for March 31, 2008 | Original Research | | |

Manage Schedule Groups and AMD's

Scheduling

[Manage Schedule Groups](#)
[Add Schedule Group](#)
[Closed Schedule Groups](#)

PolicyManager Main Menu

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

- Registration and Login Policies
- Status Policies
- Submission Policies
- Questionnaire Policies
- Additional Data Policies
 - [Add/Edit Additional People Detail Fields](#)
 - [Add/Edit Additional Manuscript Detail Fields](#)

| Order | Description | Associated with Flag | Actions |
|--------------------------------|-------------------------|--|---|
| <input type="text" value="1"/> | Fast Track | <input checked="" type="checkbox"/> Expedited | Remove Edit |
| <input type="text" value="2"/> | Press Release Candidate | <input checked="" type="checkbox"/> Supplement Article Possibility | Remove Edit |

Configuration of AMD's

Field Description: [Insert Special Character](#)

Fast Track

Maximum 256 characters

Field Type: [View/Edit Values for Drop-down List](#)

Display Field for All Article Types

Display Field for Selected Article Types

- Original Research
 - Commentary
 - Letter to the Editor
 - Editorial Focus
-

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, hold down the 'Command' key while using the mouse to select the desired items.

| Page | Hide | Editable | Required | Help Text |
|--------------------|--------------------------|--------------------------|----------|-----------|
| Schedule Group TOC | <input type="checkbox"/> | <input type="checkbox"/> | N/A | N/A |

Display for Edit Group Details

Expand All/Collapse All Additional Manuscript Details Download Table of Contents Download Table of Contents in UTF-8 Format

| Actions | Target TOC Position | Manuscript Number | Article Type | Author Name | Target Number of Pages | Target Start Page | Target End Page | Production Status | DOI | Article Title | Section/Category | Submission Target Online Date | Submission Actual Online Date | Black and White Image Count | Color Image Count | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------|---|------------------------|--------------------|------------------------|-------------------|-----------------|-----------------------|--------------------------|--------------------|------------------|-------------------------------|-------------------------------|-----------------------------|-------------------|-------------|-------|------------|------|---------------------|--|--------------|---|-------------------|---|-------------------|--|--------------------|--|--------------------|--|---------------------|---|---------------|--|--------|--|-------------------|--|
| Production Details ▾ Transmittal Form Remove from Group Linked Submissions <input type="checkbox"/> Additional Manuscript Details | 1 | DEMO664 | AJPS-Article | AJPS-Author Author | 0 | | | Copy Edit in Progress | 10.1371/journal.pntd.149 | AJPS-Test 02/04/08 | | | | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"><thead><tr><th>Description</th><th>Value</th></tr></thead><tbody><tr><td>Fast Track</td><td>NO ▾</td></tr><tr><td>Press Release Notes</td><td></td></tr><tr><td>Editing Step</td><td>▾</td></tr><tr><td>Region of Origin:</td><td>▾</td></tr><tr><td>Allen Press Field</td><td></td></tr><tr><td>Corrected MS Title</td><td></td></tr><tr><td>Date Reviewer Paid</td><td></td></tr><tr><td>Quality of language</td><td>▾</td></tr><tr><td>Color Figures</td><td></td></tr><tr><td>Tables</td><td></td></tr><tr><td>Page Charge Notes</td><td></td></tr></tbody></table> | | | | | | | | | | | | | | Description | Value | Fast Track | NO ▾ | Press Release Notes | | Editing Step | ▾ | Region of Origin: | ▾ | Allen Press Field | | Corrected MS Title | | Date Reviewer Paid | | Quality of language | ▾ | Color Figures | | Tables | | Page Charge Notes | |
| Description | Value | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fast Track | NO ▾ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Press Release Notes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Editing Step | ▾ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Region of Origin: | ▾ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allen Press Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Corrected MS Title | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Reviewer Paid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quality of language | ▾ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Color Figures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tables | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Page Charge Notes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Production Details ▾ Transmittal Form Remove from Group Linked Submissions <input type="checkbox"/> Additional Manuscript Details | 2 | DEMO668 | December Special Issue | Andrew Author, MD | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"><thead><tr><th>Description</th><th>Value</th></tr></thead><tbody></tbody></table> | | | | | | | | | | | | | | Description | Value | | | | | | | | | | | | | | | | | | | | | | |
| Description | Value | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Opening September 2008 Issue (Copy).tab

You have chosen to open:

September 2008 Issue (Copy).tab
which is: tab File
from: http://www.editorialmanager.com

What should Firefox do with this file?

Open with **Microsoft Office Excel** ▾

Save File

Custom Reports in EAR

Blank slate or a modification?

Select Data Source

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

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

Please choose a View or Table

- Submission Production Tasks Table
- Secondary Keywords View
- Secondary Personal Information Section
- Shared Searches Table
- Similarity Check History
- Similarity Check Status Codes
- Status History Table
- Submission File List
- Submission Linked Group Association
- Submission Production
- Submission Production Statuses
- Submission Production Task Assignments Table
- Submission Production Task Status
- Submission Production Tasks Table**
- Submission Production Tasks View
- Submission Production View
- Submission Questionnaires
- Submission Workflow
- Submissions & All Authors Questionnaires View
- Submissions & Author Questionnaires View

Select Fields

Please select the fields you'd like to add to your report.

Submission Production Tasks View

- Actual Print Pages of Article
- All Authors
- Article Title
- Article Type
- Author Stop Date
- Black and White Image Count
- Color Image Count
- Conference Name
- Conference Presentation Date
- Manuscript Number
- Parent Manuscript Number
- Production Notes
- Publication Charges Status
- Publish With ID
- Revision Number
- Schedule Group Description
- Schedule Group Target End Page
- Schedule Group Target Date

Records:

Field:

Add Subtotals

Select Fields

[Data Sources](#) | [Fields](#) | [Summary](#) | [Chart](#) | [Gauge](#) | [Misc](#) | [Style](#) | [Filters](#) | [Preview](#)

[Report List](#) | [New](#) | [Save](#) | [Save As...](#) | [Print](#) | [SQL](#) | [Excel](#) | [Word](#) | [PDF](#) | Results: 1000

Records:

| Field | Description | Sort | VG | A | Function | Format | | | | |
|---|---------------|--------------------------|--------------------------|--------------------------|----------|------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Manuscript Number | MS No | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DOI | DOI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submission Production Task Name | Task Name | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Custom Production Status Term | Status | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submission Production Task Assigned To First Name | Frist Name | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submission Production Task Assigned To Last Name | Last Name | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submission Production Task Assignment Start Date | Task assigned | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | Short Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submission Production Task Assignment Start Date | Days elapsed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | Days Old | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submission Production Task Assignment Due Date | Task Due Date | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ... | ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Add Subtotals

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

Add Filter

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

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

| Filter Field | Operator | Value(s) | Blank Param |
|--|-------------|----------|---|
| 1 Submission Production Task Assigned To Last Name | Like | Wynne | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2 Submission Production Task Assignment Stop Date | Isn't Blank | | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3 ... | ... | | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Show Filters In Report Description

Require Parameters in Viewer

Filter Logic

Preview

Results and Reminder!

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

Report List | New | Save | Save As... | Print | SQL | [Icons] | Results 1000 | [Email Icon] | [Calendar Icon]

| MS No | DOI | Task Name | Status | Frist Name | Last Name | Task assigned | Days elapsed | Task Due Date |
|-------------|--------------------------|-----------|----------------------------|------------|-----------|---------------|--------------|------------------------|
| DEMO-100-27 | | Printing | | Richard | Wynne | 12/14/2006 | 3315 | 12/17/2006 11:59:59 PM |
| DEMO631 | | Printing | Files Back From Compositor | Richard | Wynne | 6/12/2007 | 3134 | 6/15/2007 11:59:59 PM |
| DEMO631 | | Printing | Files Back From Compositor | Richard | Wynne | 6/12/2007 | 3134 | 6/15/2007 11:59:59 PM |
| DEMO638 | | Printing | | Richard | Wynne | 12/14/2006 | 3315 | 12/17/2006 11:59:59 PM |
| DEMO747 | 10.1371/journal.pntd.162 | Format MS | Needs Copy Edit | Richard | Wynne | 7/25/2014 | 534 | 8/1/2014 11:59:59 PM |

Send Report by E-mail

The publication has pre-configured one or more letters which you may use as a starting point. Select a letter, then click 'Customize Letter' to open the letter, insert your comments, and send the letter.

Letter Subject:

Attach PDF of report to Letter
 Attach Excel file of report to Letter

Letter Body:

Automated Reminder

Close

New Delivery Schedule for this report

| | |
|------------------------|--|
| Schedule Description: | Insert Special Character <input type="text"/> <i>Maximum 200 characters</i> |
| Delivery Frequency: | Weekly <input type="button" value="v"/> |
| First Delivery Date: | Date 01/12/2016 <input type="button" value="calendar"/> (mm/dd/yyyy) |
| Additional Deliveries: | End after: 5 <input type="button" value="v"/> total deliveries |
| Letter: | Please Choose a Letter <input type="button" value="v"/> <input type="checkbox"/> Attach PDF of report to e-mail <input type="checkbox"/> Attach Excel file of report to e-mail |

Save Delivery Schedule and Customize Letter

Saved Delivery Schedule and Letters for this Report

There are no saved delivery schedules for this report

Automated Reminder

New Delivery Schedule for this report

| | |
|-------------------------------|---|
| Schedule Description: | <input type="text" value="Insert Special Character"/> <small>Maximum 200 characters</small> |
| Delivery Frequency: | Weekly <input type="button" value="v"/> |
| First Delivery Date: | Date <input type="text" value="01/12/2016"/> <input type="button" value="calendar"/> (mm/dd/yyyy) |
| Additional Deliveries: | End after: <input type="text" value="5"/> <input type="button" value="v"/> total deliveries |
| Letter: | <input type="button" value="Please Choose a Letter"/> <input type="button" value="v"/> <input type="checkbox"/> Attach PDF of report to e-mail <input type="checkbox"/> Attach Excel file of report to e-mail |

Saved Delivery Schedule and Letters for this Report

Click 'Remove' if you want to permanently remove this delivery schedule. Click 'Edit' to edit the criteria and letter saved for the delivery schedule.

| Schedule Description | Frequency | Number of Remaining Deliveries | Most Recent Delivery Date | Next Scheduled Delivery Date | Actions |
|------------------------|-----------|--------------------------------|---------------------------|------------------------------|---|
| Production Task Report | Daily | 1 | | 01/12/2016 | Edit Remove |

Questions?