

ProduXion Manager User Group

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Agenda

Introductions – 5 minutes

New Functions – 15 minutes

Wish-listing – 20 minutes

Reports Overview – 15 minutes

Report Fun! – the rest of the minutes

Production Task Deep Link – 15.0

Deep links in emails deliver recipients directly to the place in the system that requires attention. These links are a major convenience. Currently Production Task deep links can only be used to give Authors quick access to an open Production Task.

SOLUTION: A new deep link will be created that will allow users with an Editor Role to be delivered to open Production Tasks.

%PROD_TASK_EDITOR_PUBLISHER_DEEP_LINK%

Production Task Deep Link – 15.0

Inserts a deep link in letters in the Production and Production Reminder letter families.

For users with either an Editor role or Publisher role.

For Submission Production Tasks – navigates to *Submission Tasks Assigned to Me* page.

For Schedule Group Production Tasks – navigates to *Schedule Group Tasks Assigned to Me* page.

Task Manager – 15.1

More and more frequently Submission Production Tasks are being used for work traditionally tied to the editorial workflow, rather than being limited to just production work.

Currently, the use of “tasks” is tied to initiating production on a submission, which does not make sense to customers who use tasks in pre-production workflows, or who do not use ProduXion Manager.

SOLUTION: “Production Tasks” will be renamed “Editorial Tasks” for users accessing tasks before production is officially initiated, and for users who do not use the Production Tracking functions of ProduXion Manager.

Task Manager – 15.1

“Editorial Tasks” in EM are discrete jobs that do not affect the peer review workflow.

- Language edit
- Artwork manipulation check
- Copyright check
- Conflict of interest deposit
- Preprint server deposit

They might happen in parallel and/or they might be done on some submissions and not others.

Task Manager – 15.1

New Task Manager and existing Production functionality allow publications to configure different roles for different groups of staff to provide access to only relevant submissions and production-related or Task Manager–related actions.

Example configurations:

Editorial Task Staff. This role has access to view all submissions in Task Manager, and is suppressed from seeing submissions in production.

Production Staff. This role has access to view all submissions in production, and is suppressed from seeing any submissions in Task Manager.

Administrator. This role has access to view all submissions both in Task Manager and Production, and is able to manually assign tasks in Task Manager and initiate production on submissions and assign tasks as needed.

Task Manager – 15.1

Editorial **Proposal Menu** **Task Manager**

Managing Editor Task Manager Menu

Quick Searches
Manuscript Number in 2007

Search
Search Submissions | Search People

To-Do List
Submission Tasks Assigned to Me (14)
Schedule Group Tasks Assigned to Me (2)
'At-Risk' Submissions (59)

Overview
View All Submissions in Task Manager (32)
Production Initiated - No Tasks Assigned (14)
Submission Tasks I Have Assigned (22)
Schedule Group Tasks I Have Assigned (2)
View All Submissions in Production (65)
View All Production Tasks With Authors (5)
Production Status Grid

Production Tasks or Task Manager labels depend on permissions.

Task Manager

Folders where Task Manager tasks can be found:

- View All Submissions in Task Manager (new)
- Tasks Assigned to Me
- Tasks I Have Assigned
- View All Tasks with Authors

View All Submissions in Task Manager

Contents: This page lists all submissions for which at least one Editorial Task has been assigned. Submissions will move out of this folder when the End Task Manager action is used.

Page: 1 of 2 (59 total submissions) 50 results per page.

Action	Manuscript Number	Author Name	Article Title	Section Category	Article Type	Initial Date Submitted	Date Task Manager Initiated
View Submission Assign Editorial Task End Task Manager Initiate Production Task Manager Details ▾ History File Inventory Edit Submission Similar Articles in MEDLINE Send E-Mail Linked Submissions	AJO-03-2178R2	Muzaffar Iqbal, MBBS, FRCS(Glasg), FRCSEd, DRCOphth (UNITED KINGDOM)	"Microcentesis/Laser iridotomies" (MLI) compared to conventional medical regimes for treating acute attacks of Angle Closure glaucoma		15.0-19 Article	Dec 02 2003 04:51PM	Sep 23 2015 02:40PM
View Submission Assign Editorial Task End Task Manager Initiate Production Task Manager Details ▾ History File Inventory Edit Submission Similar Articles in MEDLINE Send E-Mail Linked Submissions		Motokazu Tsujikawa, MD, PhD (JAPAN)					
View Submission Assign Editorial Task End Task Manager Initiate Production Task Manager Details ▾ History File Inventory Edit Submission Similar Articles in MEDLINE Send E-Mail Linked Submissions	AJO-02-105R1	David A. O' (UNITED STATES)					

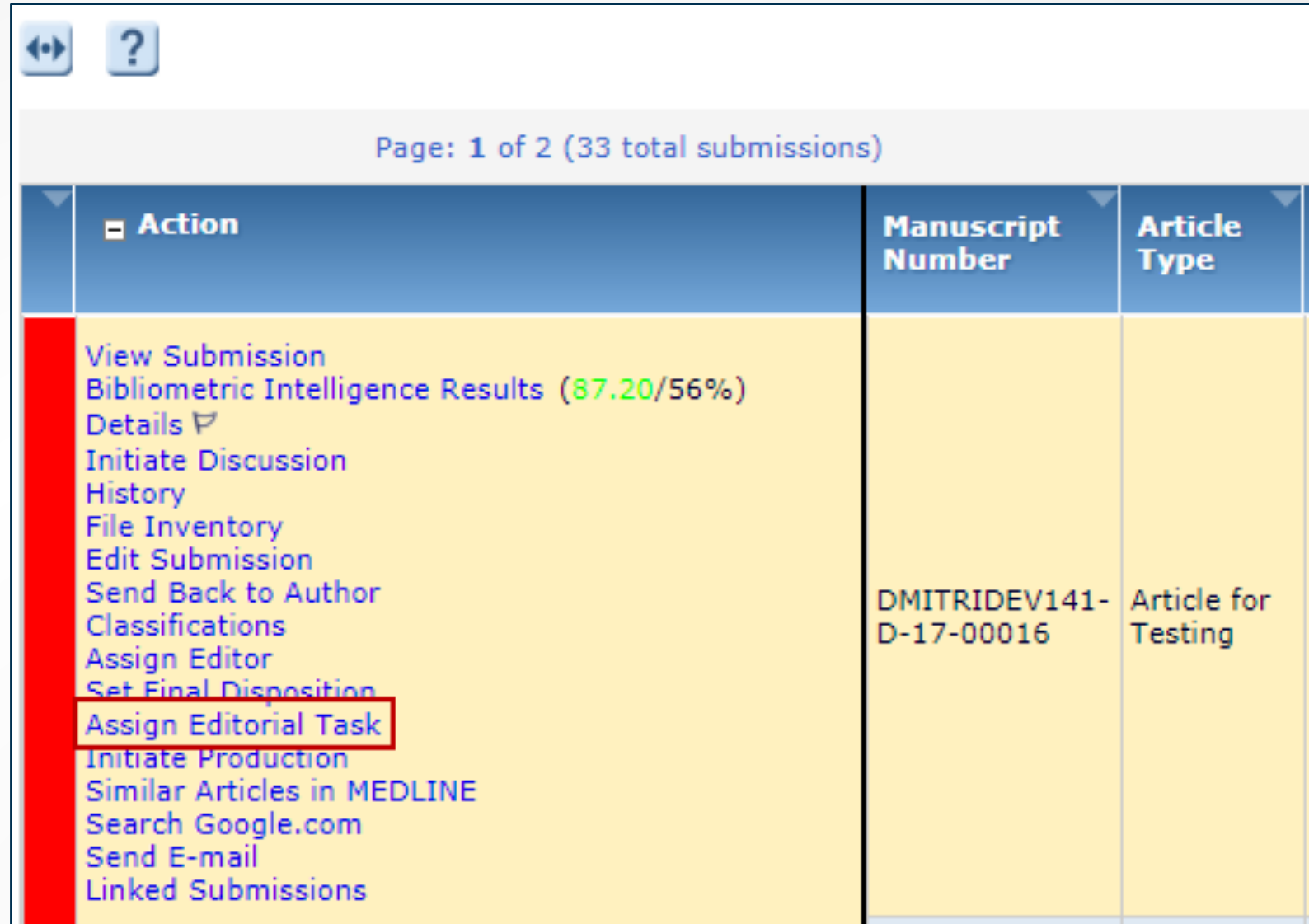
Contents: This page lists all submissions for

Page: 1 of 2 (59 total submission

Action	Manuscript Number
View Submission Assign Editorial Task End Task Manager Initiate Production Task Manager Details ▾ History File Inventory Edit Submission Similar Articles in MEDLINE Send E-Mail Linked Submissions	AJO-03-2178R2

Task Manager

When an Editor has the “Assign Editorial Tasks in Task Manager” permission, the “Assign Editorial Task” action link will display in relevant folders on the Editor main menu, but only for submissions where the Article Type has a Task Manager workflow selected.



Page: 1 of 2 (33 total submissions)

	Action	Manuscript Number	Article Type
	View Submission Bibliometric Intelligence Results (87.20/56%) Details ▾ Initiate Discussion History File Inventory Edit Submission Send Back to Author Classifications Assign Editor Set Final Disposition Assign Editorial Task Initiate Production Similar Articles in MEDLINE Search Google.com Send E-mail Linked Submissions	DMITRIDEV141-D-17-00016	Article for Testing

Task Manager – Article Type

None – no tasks

All Tasks – any task that is configured

Any Custom Workflow – any configured workflow; consider creating Editorial workflows

Final Disposition

Automatically set the Final Disposition to 'Reject' when the Author is notified of the selected Decisions:

Reject
Reject but may be reconsidered

Production Tracking Parameters:

Use Task Manager Workflow: None

Use Submission Production Workflow: All Submission Production Tasks

Automatically set the Final Disposition to 'Accept' when the Author is notified of the selected Decisions:

Accept

Production Tracking Parameters:

Use Task Manager Workflow:

Use Submission Production Workflow:

Automatically set the Final Disposition to 'Accept' when the Author is notified of the selected Decisions:

None
None
All Submission Production Tasks
Basic Custom Workflow
new workflow
Proofing Workflow
Simple Workflow

Task Manager

There is a new “Task Manager Status” column.

Production Task History indicates if a task is “Assigned in Task Manager.”

STATUS HISTORY							
Status Date	Document Status	Production Status	Task Manager Status	Status Days	Role Family	Revision	Operator
Dec 14 2017 4:10PM		In Production		10/4		0	Ed J Editor, MD
Dec 14 2017 4:10PM		Production Initiated		---		0	Ed J Editor, MD
Nov 27 2017 11:52AM			Task Manager Completed	---		0	Ed J Editor, MD
Nov 25 2017 10:58AM			In Task Manager	2		0	Ed J Editor, MD
Nov 25 2017 10:58AM			Returned to Task Manager	---		0	Ed J Editor
Nov 10 2017 5:00PM			Task Manager Completed	---		0	Ed J Editor, MD
Nov 5 2017 3:43PM			In Task Manager	5		0	Ed J Editor, MD
Nov 5 2017 3:43PM			Task Manager Initiated	---		0	Ed J Editor, MD
Sep 5 2017 2:28PM	Submitted to Journal			17	EDITOR	0	Amy S Author [Proxied by Ed

PRODUCTION TASK HISTORY								
Production Task	Date Task Assigned	Date Task Due	Assigned To	Assigned By	Production Task Status	Date Task Closed	Closed By	Assigned Task Files
Task Manager Task (Assigned in Task Manager)	Nov 25 2017 10:58AM	Nov 29 2017 11:59PM	Louis B. Cantor, MD	Ed J Editor, MD	Completed	Nov 27 2017 11:52AM	Ed J Editor, MD	No Assigned Files
Data Task (Assigned in Task Manager)	Nov 5 2017 3:43PM	Nov 7 2017 11:59PM	Joseph Caprioli, MD	Ed J Editor, MD	Completed	Nov 6 2017 11:52AM	Ed J Editor, MD	Assignment Files

Task Manager

Details also indicates if a task is “Assigned in Task Manager.”

Production Tasks		Top
Description:	Full Production Task	
Production Task Status:	Cancelled	
Assigned To:	Sharon Fekrat, MD ▾ [Proxy]	
Date Assigned:	May 19 2017 4:02PM	
Date Task Due:	May 26 2017 11:59PM	
Elapsed Days (since assignment):		
<hr/>		
Description:	Task Manager Task (<i>Assigned in Task Manager</i>)	
Production Task Status:	Completed	
Assigned To:	David K. Coats, MD ▾ [Proxy]	
Date Assigned:	Jun 17 2016 9:49AM	
Date Task Due:	Jun 19 2016 11:59PM	
Completed	Jun 19 2016 9:24AM	
<hr/>		
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Save and Close"/>		

Task Manager – Ending Task Manager

To complete an Editorial Task workflow:

- Click “End Task Manager”
- Final task (configured to “End Production”) in a workflow is complete
- Set the Final Disposition*
- Initiate production*

Configure Task Manager Policies

Users with the "Assign Editorial Tasks in Task Manager" RoleManager permission will be able to assign Tasks on submissions before Production is initiated. Submissions on which Editorial Tasks have been assigned will remain in Task Manager until Task Manager is manually ended, or one of the events selected on this page takes place.

Automatically end Task Manager when Production is initiated (if no tasks are open)

Automatically end Task Manager when Final Disposition is set (if no tasks are open)

*This setting will be overridden if any tasks assigned in Task Manager are still open when production is initiated.

ProduXion Manager – 16.0

Display Production Notes (Editable) on PSG: See and edit the Production Notes directly in the Production Status Grid without opening the Details page.

Production Status Grid						
		Show: <input type="text" value="Unassigned Submissions"/>				
Page: 1 of 6 (147 total submissions)			1 2 3 4 5 6 ▶▶▶			25
Action	Author Name	Manuscript Number	Article Type	Article Title	Production Notes	Production Status
Production Details ▾ History Transmittal Form Assign Production Task Assign to Schedule Group File Inventory End Production Send E-mail Linked Submissions	keith sails ▾	SMOKETEST-102-132	ArticleTypeV	67315 / 25694 ELEMENTA: JATS 1.0A v2 transmittal will continuously include custom submission questions if they have ever been included in XML previous for any previous task	1 Donec et augue sit amet sem mattis suscipit. Sed malesuada ligula et tellus semper, porta varius ligula maximus. Cras nec imperdiet enim. Maecenas pellentesque velit nec nibh congue, a tempus libero mattis. Vestibulum euismod, elit et tincidunt more... Edit	Fresh In; New In Production; 9.0-13 awaiting action
Production Details ▾ History Transmittal Form Assign Production Task Assign to Schedule Group File Inventory Send E-mail Linked Submissions	rory mi x ▾	SMOKETEST-102-133	Co-Authors Verify on New Submission, Fee	Scrolling Selector TEST	2 Donec et augue sit amet sem mattis suscipit. Sed malesuada ligula et tellus semper, porta varius ligula maximus. Edit	Fresh In; New In Production; Ready For Copy Editing; Artwork Being Redrawn; 9.0-13 awaiting action
Production Details ▾ History Transmittal Form Assign Production Task Assign to Schedule Group File Inventory Send E-mail Linked Submissions	Bob Anderson ▾	SMOKETEST-102-134	Co-Authors Verify on New Submission, Fee	Scrolling Selector List by Bob	3 No Production Notes have been entered. Edit	Fresh In; New In Production; Ftp'd in progress

ProduXion Manager – 16.0

Drag and drop files for Production Tasks: Today, file upload for submitting an article is feature-rich! This will be extended to PM file uploads.

Important Note: This page allows you to upload **one or more new files** to attach to this submission.


When an **Item** is selected, you can enter an optional **Description**, and upload one or more files to the list of Companion Files.

Item: ▼

Description:

Character Count: 0 / 256

Or Drag & Drop Files Here



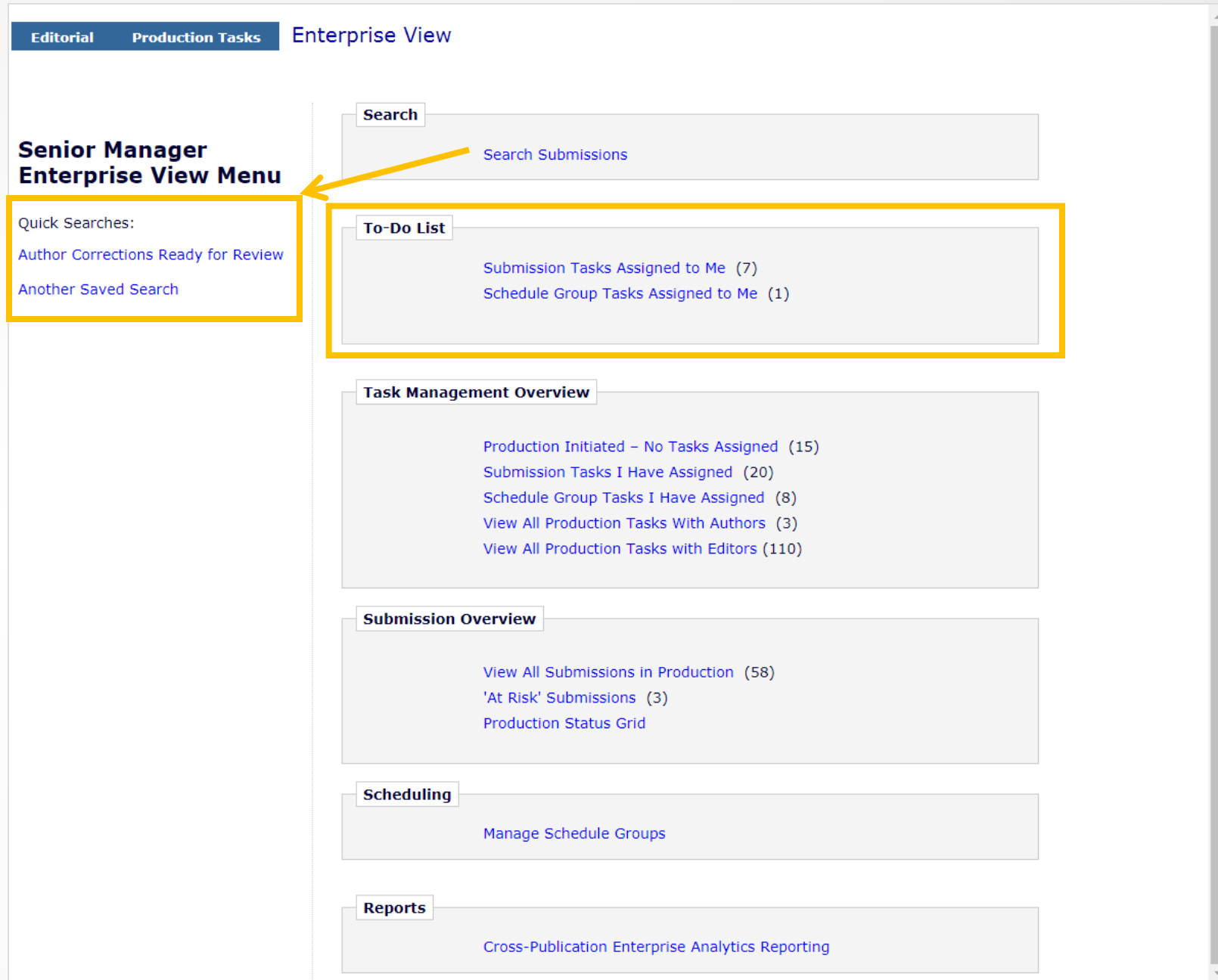
Production Tracking – Enterprise View – 16.1+

Production tracking in ProduXion Manager (PM) follows the Editorial Manager model of “one journal, one site.” This means the Production Tasks menu provides searching and visibility to submissions and tasks on the single-journal level. However, many users involved in the production process work across publications, especially those managing the work.

SOLUTION: Provide a Cross-Publication Production Tasks menu that combines submissions and tasks from multiple PM sites, so that users can log in to one site to perform tasks assigned to them from any PM site, and/or to manage submissions in production across the PM sites.

Enterprise View 16.1 +

- Contains links and folders that combine all pubs that a user can access
- Quick Searches are saved searches that can include results from across pubs
- To Do List has all tasks assigned to logged-in user across all pubs



Editorial Production Tasks Enterprise View

Senior Manager Enterprise View Menu

Quick Searches:
[Author Corrections Ready for Review](#)
[Another Saved Search](#)

Search
[Search Submissions](#)

To-Do List
[Submission Tasks Assigned to Me \(7\)](#)
[Schedule Group Tasks Assigned to Me \(1\)](#)

Task Management Overview
[Production Initiated – No Tasks Assigned \(15\)](#)
[Submission Tasks I Have Assigned \(20\)](#)
[Schedule Group Tasks I Have Assigned \(8\)](#)
[View All Production Tasks With Authors \(3\)](#)
[View All Production Tasks with Editors \(110\)](#)

Submission Overview
[View All Submissions in Production \(58\)](#)
['At Risk' Submissions \(3\)](#)
[Production Status Grid](#)

Scheduling
[Manage Schedule Groups](#)

Reports
[Cross-Publication Enterprise Analytics Reporting](#)

Enterprise View 16.1+

- Task Management Overview allows a "birds-eye" view of tasks and Editor workloads across pubs
- Submission Overview allows a "birds-eye" view of status of each submission across pubs

Editorial **Production Tasks** Enterprise View

Senior Manager Enterprise View Menu

Quick Searches:
[Author Corrections Ready for Review](#)
[Another Saved Search](#)

Search
[Search Submissions](#)

To-Do List
[Submission Tasks Assigned to Me \(7\)](#)
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[Cross-Publication Enterprise Analytics Reporting](#)

Enterprise View 16.1+

- Scheduling
 - Provides statistics about each issue, such as Current Number of Submissions, Page Budget and Image Counts
 - Allows drill-down into issue's TOC, access to files and correspondence
- Reports section allows access to reminder reports and all cross-publication reports

Editorial **Production Tasks** Enterprise View

Senior Manager Enterprise View Menu

Quick Searches:
[Author Corrections Ready for Review](#)
[Another Saved Search](#)

Search

[Search Submissions](#)

To-Do List

[Submission Tasks Assigned to Me \(7\)](#)
[Schedule Group Tasks Assigned to Me \(1\)](#)

Task Management Overview

[Production Initiated - No Tasks Assigned \(15\)](#)
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Submission Overview

[View All Submissions in Production \(58\)](#)
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[Production Status Grid](#)

Scheduling

[Manage Schedule Groups](#)

Reports

[Cross-Publication Enterprise Analytics Reporting](#)

XML workflow, initiated through “tasks”

- Full manuscript conversion to JATS XML
- Editing of manuscript in WYSIWYG editor
- XML edited behind the scenes
- Auto-pagination, auto-redact/tooling, auto-composition, etc.

RESULT: Faster time-to-market, substantial cost reduction

LiXuid Manuscript™

Add Submission Production Task

Cancel

Submit

[Insert Special Character](#)

New Production Task Name:

XML Conversion Task

Maximum Production Task Name is 100

XML Tool Options

Production Task can be configure to interact with any of the XML Tools (e.g. conversion, XML editing) available in the drop-down menu below. When assigned a task with an XML Tool selected will trigger an interaction with the specific to the tool. Only one tool can be selected per task.

Select XML Tool:

None

Assignment Options

Automatic Assignment can be triggered by the actions listed below. Because it occurs automatically you must select a specific user to be identified as the assignee.

XML Tool Options

Production Task can be configure to interact with any of the XML Tools (e.g. XML conversion, XML editing) available in the drop-down menu below. When assigned a task with an XML Tool selected will trigger an interaction with the specific to the tool. Only one tool can be selected per task.

Select XML Tool:

Full-Text XML Conversion

Automatically select 'Primary Manuscript File' for conversion
(This will prevent automatic selection by Item Type)

XML Tool 'Success' notification:

Notify Task Assignor
 Notify Task Assignee
 Notify Corresponding Production Editor

Send notifications to the following email addresses:
(Multiple addresses must be separated by a semicolon)

XML Tool 'Error' notification:

Notify Task Assignor
 Notify Task Assignee
 Notify Corresponding Production Editor

Send notifications to the following email addresses:
(Multiple addresses must be separated by a semicolon)

Select Item Type applied to Extracted Figures:

Do not extract

LiXuid Manuscript™

Submission Files

Item	Description	Item Family	File Name	Size	Last Modified	Select for Conversion
Cover Letter (REQUIRED FOR REVISIONS)	Cover Letter (REQUIRED FOR REVI...	Default	AJO Cover Letter.pdf	1 MB	Sep 17 2004 6:43PM	Cannot Convert
Contributions of Authors Form	* Contributions of Authors Form	Default	AJO Contribution of Authors & Sponsors.pdf	68.4 KB	Sep 28 2004 1:58PM	Cannot Convert
CONSORT Agreement (only if required)	CONSORT Agreement (only if requ...	Default	AJO Consort Statement.pdf	53.8 KB	Sep 28 2004 1:58PM	Cannot Convert
Abstract (MUST be submitted as a separate file)	Abstract (MUST be submitted as a separate file)	Default	041002 Safety Abstract Only.doc	20 KB	Oct 4 2004 6:56PM	<input type="radio"/>
Manuscript	* Manuscript (incl. title, auth, ...	Document	041002 SafetyManuscript_Final.doc	264.5 KB	Oct 4 2004 6:58PM	<input type="radio"/>
Disclosure	* Disclosure	Default	disclosure-2.doc	19 KB	Sep 27 2004 4:41PM	<input type="radio"/>
Other	Abstract (MUST be submitted as a separate file)	Supplemental	manuscript.txt	2 KB	Mar 8 2005 1:56PM	Cannot Convert
Other	* Table of Contents Statement (Original Articles only)	Supplemental	Intermediate.tab	19.5 KB	Mar 8 2005 3:12PM	Cannot Convert

Companion Files

Color Code	Item	Description	Item Family	File Name	Size	Last Modified	Uploaded By	Select for Conversion	Action
	Disclosure ▼	<input type="text"/>	Default	invertedwaldo.png	51.5 KB	Apr 5 2017 4:27PM	Mike Di Natale, Managing Editor	Cannot Convert	Hide

[Change](#)

[Upload New Companion File](#)

Batch Assign Production Task

Select the production task you wish to assign. After the task is selected, a list of people who can be assigned to the task will appear. The table of selected submissions will confirm which submissions are valid for assignment under your choices.

Production Task: XML Conversion ▼

Task Assigned to: Nicki Cat/Typesetter ▼

Submissions Selected for Assignment

Action	Manuscript Number	DOI	Author Name	Article Title	Article Type	Section/Category	Production Status	Do Not Assign
History	DEMO-100-3	10.1371/journal.pntd.228	Alpha Romeo Alfalpha (UNITED STATES)	Boston Marathon 2012 Extreme Heat	JERS - Invitations for Proposal		In Production	<input type="checkbox"/>
History	DEMO-100-75	10.1371/journal.pntd.213	Tony Alves (UNITED STATES)	Educational initiatives in southern Norway	Original Research	American Behaviour	In Production	<input checked="" type="checkbox"/> No eligible files present for conversion
History	DEMO112-D-14-00008	10.1371/journal.pntd.209	Mary François Smith (UNITED STATES)	XML Conversion Test submission	Original Research		In Production: Sent for Conversion	<input checked="" type="checkbox"/> Related XML task is active

Back

Cancel

Proceed with Selected Task

LiXuid Manuscript™

Submission Tasks Assigned to Editor Mike Di Natale, MD

Page: 1 of 1 (2 total tasks)

Display 10 results per page.

[Switch to Status Grid View](#)

Action	Manuscript Number	DOI	Article Title	Production Status	Production Task	Date Task Assigned	Date Task Due	Days Until Due	Assigned By	Schedule Group	Section/Category	Article Type
Assignment Files Edit Manuscript Text Submit Task Reassign Task Assign Production Task Assign to Schedule Group Production Details History Transmittal Form Edit Submission Send E-mail	MIKETEST-17-0001	10.11260150011	Automated workflow test	In Production;	Corrections Review	Apr 11 2017 2:52PM	Apr 11 2017 11:50PM	21 days overdue	Mike Di Natale, MD			Automated production
Assignment Files Submit Task Reassign Task Assign Production Task	MIKETEST-17-0002	10.11260150011	Automated workflow test	In Production;	XML Conversion	Apr 12 2017 5:15PM						

Warning

A manuscript editing session is currently active for this submission. Clicking 'Proceed' will log out the current session and may result in lost edits.

Are you sure you want to proceed?

Proceed

Cancel

Current Task Assignments for Author McAuthor

Page: 1 of 1 (1 total tasks)

Display 10 results per page.

Action	Task	Date Task Assigned	Date Task Due	Days Until Due	Manuscript Number
View Assignment Letter Assignment Files Edit Manuscript Text Submit Task Correspondence	Author Proofing	Aug 12, 2017	Aug 12, 2017	Due Today	CHARLESDEV141-D-17-00002

Page: 1 of 1 (1 total tasks)

Display 10 results per page.

Workflow challenges and solutions

What isn't working and how can we make it work?



PM Reporting Overview

Contents

- How to use Enterprise Analytics Reporting (EAR)
- Useful Tables and Views
- Results
- Tips & Tricks
- Default EAR PM Reports
- Reminders, Downloads and Searches

How to use EAR

- Most flexible built-in custom reporting option – can edit existing report or build from scratch
- Access to individual tables – can link these together as needed
- Also has Views (pre-built combinations of tables)
 - Cross-Publication EAR is limited to Views (no linking)
- Can select individual fields, carry out calculations
- Can group, sort, summarize, pivot, color-code the results
- Can distribute by email – either on the fly or scheduled

Recent & Upcoming Enhancements

- Can use SFTP for a scheduled report, and include PDF, Excel, or CSV file of the results
- Max number of scheduled deliveries expanded to 500
- Version 15.1:
 - Can SFTP on the fly
 - XML results files available for ad-hoc email, scheduled email, and scheduled SFTP (in addition to Excel and PDF)
 - CSV results file available for ad-hoc email, ad-hoc SFTP and scheduled email (already available for scheduled SFTP)

Online training videos (www.ariessys.com)

The screenshot displays the Ariessys website's Video Library page. At the top, the Ariessys logo is on the left, and navigation links for 'Request a Demo', 'Contact', and 'Careers' are on the right. Below the logo, a horizontal menu contains 'HOME', 'JOURNALS LIST', 'SOLUTIONS', 'VIDEOS' (highlighted with a yellow box and a yellow arrow), 'EVENTS', 'VIEWS & PRESS', 'ABOUT', and a search icon. The main content area is titled 'Video Library' and features a 'BROWSE VIDEO THUMBNAILS' section with four video thumbnails. Each thumbnail includes a title, a duration, and a small 'em' logo. To the right of the thumbnails is a 'VIEWS & PRESS' section with four buttons: 'News & Opinion', 'Press Releases', 'FAQ', and 'Resources'. Below the thumbnails is a pagination control with a 'prev' button, page numbers 1, 4, 5, 6, 7, 8, 33, and a 'next' button. At the bottom, there is a 'Subscribe to Video Alerts' button and a text prompt: 'Subscribe to Ariess' Video Library Alerts, and receive e-mail notification each time a new video is released!'. The page footer contains the text 'SEARCH THE LIBRARY'.

VIDEOS

Video Library

BROWSE VIDEO THUMBNAILS

Enterprise Analytics Reporting
Calculating Volume of Submissions for the Current Year and Comparing to Prior Years
4:15

Exporting Data for Impact Vizor
1:39

Enterprise Analytics Reporting:
Report on Acceptance Rates for Current and Prior Years
5:21

Enterprise Analytics Reporting:
Identifying Geographical Regions of Origin for Corresponding and First-Named Authors
6:18

« prev 1 ... 4 5 6 7 8 ... 33 next »

Subscribe to Video Alerts

Subscribe to **Ariess' Video Library Alerts**, and receive e-mail notification each time a new video is released!

SEARCH THE LIBRARY

VIEWS & PRESS

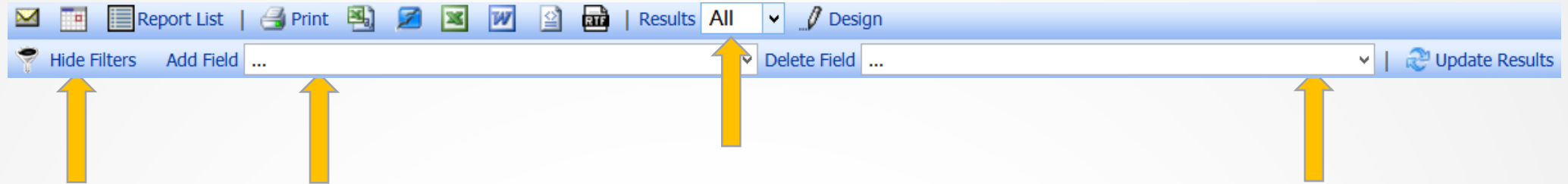
News & Opinion ▶

Press Releases ▶

FAQ ▶

Resources ▶

How to Use EAR - Report View toolbar



- Displayed when **running (viewing)** reports.
- Allows Adding or Hiding Filters, Adding and Deleting fields, and updating results.
- Note: Changes are **not saved**. To save changes, go into 'Design' mode (edit).
- Allows emailing and scheduling of **saved** report (does not include changes made on this page).
- Export Options available (e.g. Excel, Word). RTF to be removed.
- Hover-over text gives an explanation.

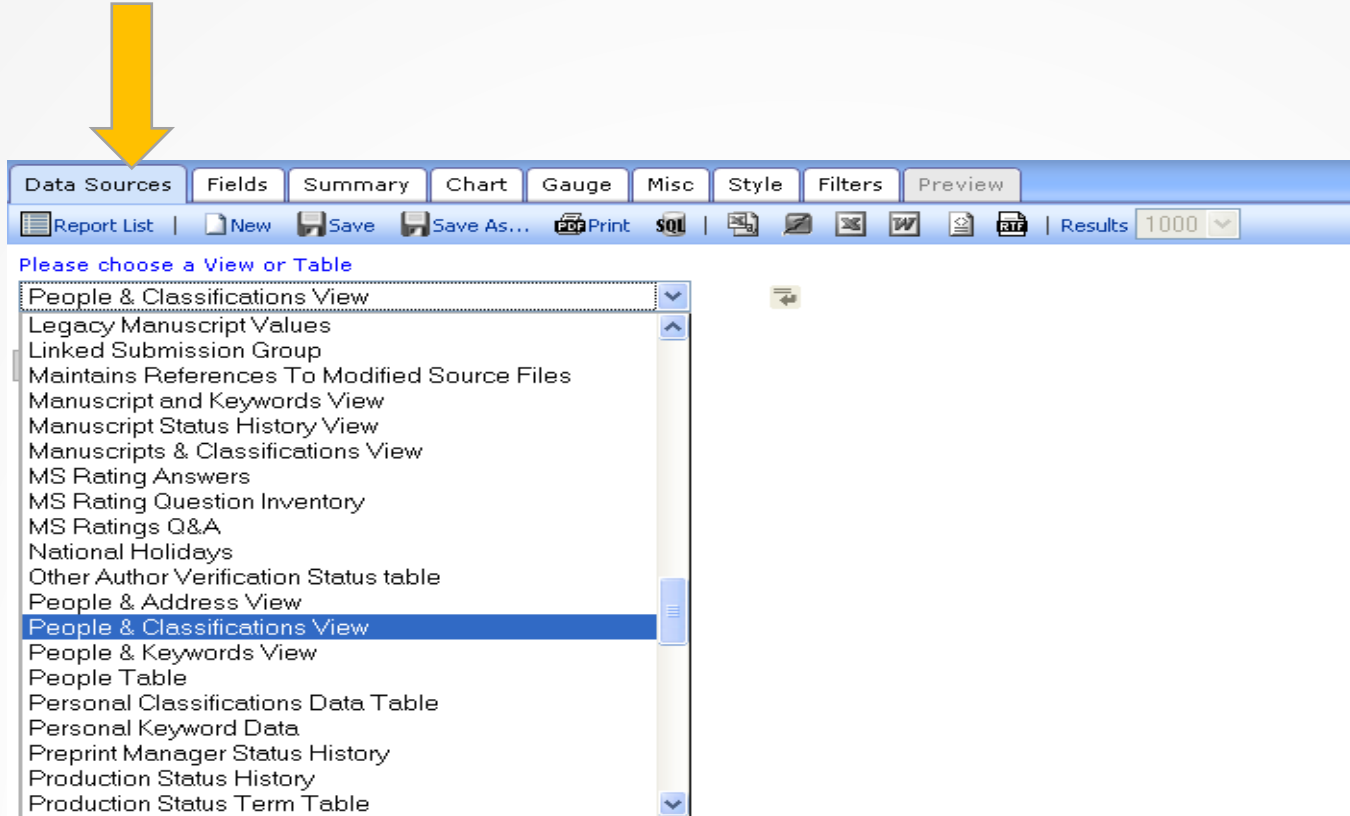
How to use EAR - Report Design Toolbar



- Displayed when **creating or editing** reports.
- Choosing Data Sources (one or more tables or views) is a required first step.
- Can build Detailed and Summary reports to appear on the same results page.
- Can add Chart (graph), Gauge (specialized chart), Filter and Preview.
- Misc tab – Sharing options
- Style tab – Order and appearance for the parts of the report.
- Some tabs grayed out until Data Sources/Fields have been selected.
- Email and Scheduling (calendar) icons available once report has been saved.

How to use EAR - Choosing Data Sources

- Pick a View or Table - required first step. Can link together.



How to use EAR - Fields Tab

- All Fields shown from selected Data Source or Sources.
- Hovering on truncated descriptions shows full text.
- Adds data to “Detail” report.



Data Sources | Fields | Summary | Chart | Gauge | Misc

Back | Report List | New | Save | Save As...

Records

Field

Reviewer People ID

...

Add Subtotals

Quick Add | Add Pivot | Continue to Summary

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

Manuscript Status History View

- Actual Online Pub...
- Article Title
- Article Type
- Conference Name
- Conference Presen...
- Conference Presen...
- Conference Session
- Conference Submis...
- Date Final Dispos...
- Date of First Dec...
- Days to Final Dec...
- Days to Final Dis...
- Days with Author
- Days with Editor
- Edit Submission S...
- Edit Submission S...
- Editorial Status
- Editorial Status ...

Reviewers & Submissions View

- Abstract
- Actual Online Pub...
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- Agree Date
- All Authors
- Alternate Reviewer
- Alternate Reviewe...
- Article Title
- Article Type
- Author First Name
- Author Last Name
- Author Middle Name
- City
- Conference Name
- Conference Presen...
- Manuscript Notes
- Manuscript Number
- Manuscript Rating
- Number of days re...
- Number of Days Re...
- Number of Invatat...
- Number of Reminde...
- Number of Reminde...
- Number of Require...
- Page Range
- People Notes
- Person is a Board...
- Person is Forbidd...
- Position
- Preferred Method ...
- Primary Phone Number
- Primary/Alternate...
- Print Pages of Ar...
- Production Notes

How to use EAR - Summary Tab

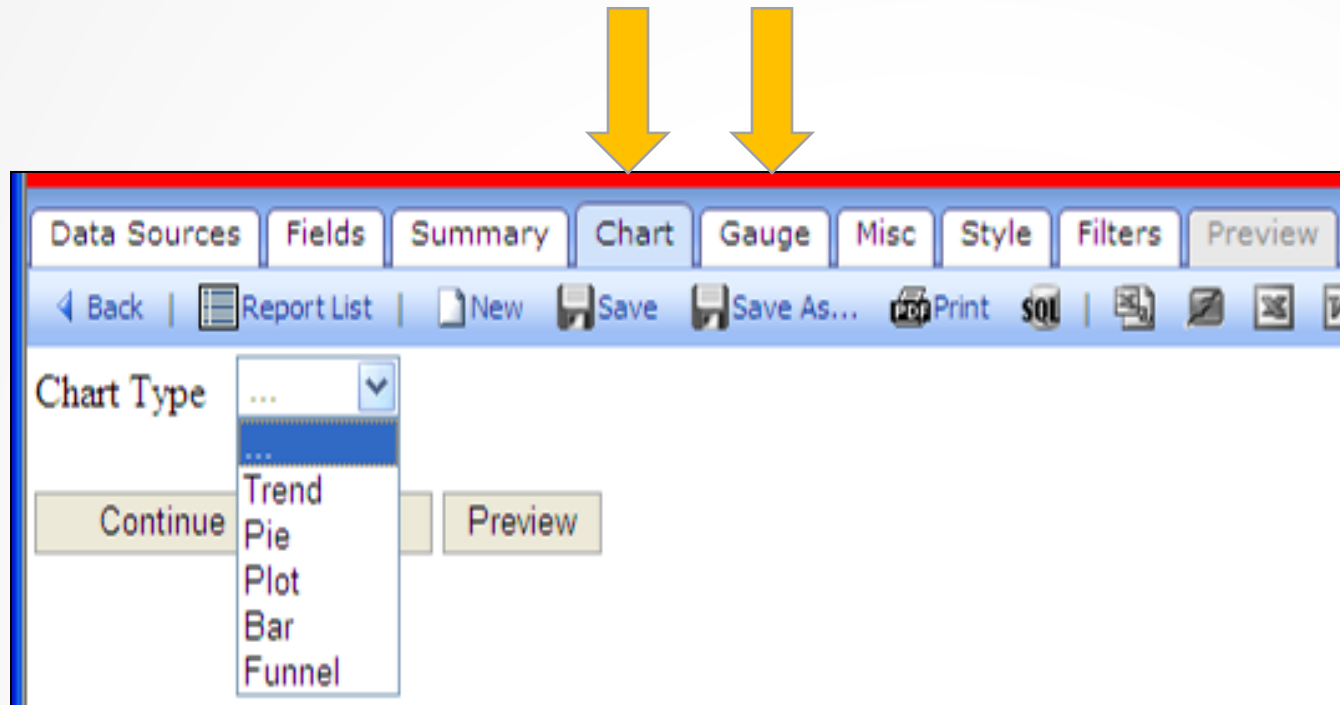
- Shows all the fields available from the selected Data Source(s).
- Selecting a field here puts it on the Summary Report.
- Can also use Functions, Formats, Arithmetic, Subtotals and Advanced Field Settings.



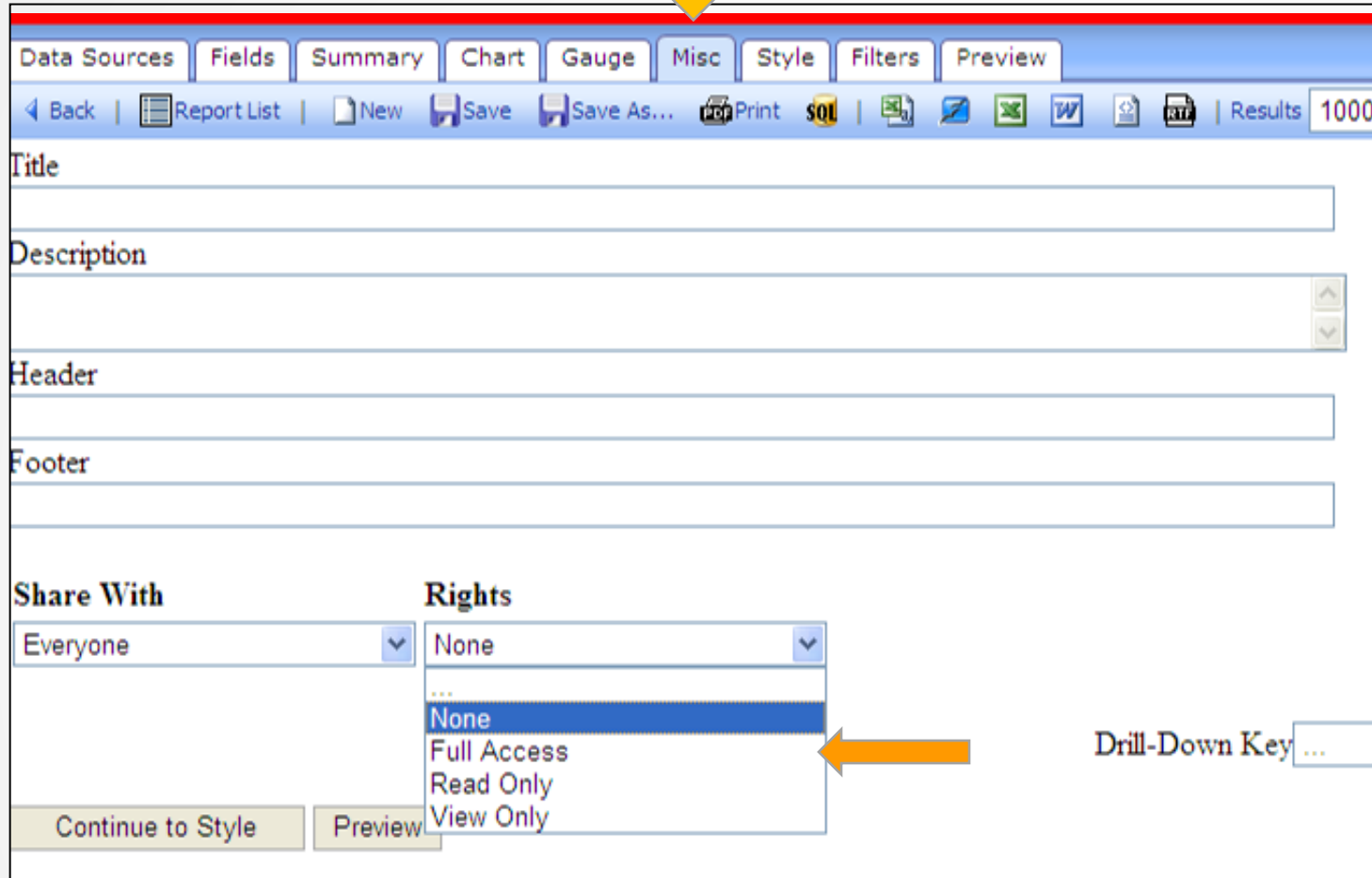
The screenshot shows the 'Summary' tab of the EAR interface. The top menu bar includes 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the menu is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', and 'Results' (set to 1000). The main area has a 'Title' field and a 'Records' field. Below that is a table with columns: Field, Description, Sort, A, Function, and Format. The 'Field' column contains a list of fields including 'Manuscript Number', 'First Receipt Date', 'Full Title Word/Character Count', 'Import Date', 'Number of Days Reviewer has to Respond', 'Editorial Submission', 'Last Update Date', 'Keywords Limit Count', 'Number of Required Reviewers', 'Number of Days Before Reviewer is Uninvited', 'Old Corresponding Editor ID', 'Old Corresponding Production Editor ID', 'Old Direct-to-Editor ID', 'Oppose Reviewers Added', 'Initial Creation Date', 'Pre Rescinded Status ID', 'Page Range', 'Production Notes', 'Production Status', 'Publication Date', and 'Manuscript Number'. The 'Description' column shows 'Manuscript Number' and an empty field. The 'Sort' column has checkboxes. The 'A' column has a grey box. The 'Function' column has dropdown menus with 'Group' and '...' selected. The 'Format' column has dropdown menus with '...' selected. To the right of the table are icons for deleting, adding, and settings.

How to use EAR - Charts and Gauges

- Selection of type of Chart (graph).
- Once selected, other options relevant to that type of Chart are displayed.
- Gauges tab allows inclusion of different graphical representation of data.



How to use EAR - Misc Tab – Sharing Reports



The screenshot shows the 'Misc' tab in the EAR software interface. A large yellow arrow points to the 'Misc' tab in the top navigation bar. Below the navigation bar, there are several text input fields for 'Title', 'Description', 'Header', and 'Footer'. At the bottom, there is a 'Share With' section with a dropdown menu set to 'Everyone' and a 'Rights' dropdown menu. The 'Rights' menu is open, showing options: 'None', 'Full Access', 'Read Only', and 'View Only'. A yellow arrow points to the 'None' option in the 'Rights' menu. To the right of the 'Rights' menu is a 'Drill-Down Key' field with a dropdown arrow. At the bottom left, there are buttons for 'Continue to Style' and 'Preview'.

- Misc tab allows you to add a title, description and header and footer for your report, and set a Drill-Down key when using this report as a subreport.
- Set sharing rights for your reports.
 - None – Not shared.
 - Full Access – Others can run, edit, “save as” and save over your report.
 - Read Only – Others can run, edit and save their own version.
 - View Only – Others can run (and change filters if set.)

How to use EAR – Style Tab - Styling Your Report



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

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

Border color (Default) Header color (Default) Header foreground color (Default)

Item color (Default) Item foreground color (Default) Alternating item color (Default)

Restore Default

Sample grid

Number	Letter
1	A
2	B

Landscape printing
 Show page number
 Show date and time
 Use pagination in web view
 Add bookmark for each visual group
 Page Break After Visual Groups
 Minimize Grid Width

Visual Group Style
Comma Delimited

Items Per Page (In Viewer)
100

Report order

Chart ↑ ↓
Gauges ↑ ↓
Summary ↑ ↓
Detail ↑ ↓

- Style tab allows color selection and styling options.
- Set order of appearance for the parts of your report.
- Options will also apply to PDF of report.

How to use EAR – Filters Tab – Refining your Report

- Allows filtering of results by any field from the data source(s). Multiple filters can be used
- To have the filter appear on the results page so that others can use it when running the report, select the 'Param' checkbox.
- Can also add logic for filters (e.g. 1 OR 2). Must remove the "Ex:" [example] text to actually use the filter.



Filter Field	Operator	Value(s)	Blank Param
1		<input type="checkbox"/>

Require ... Parameters in Viewer

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

Preview

How to use EAR – Scheduling and Emailing EM Versions 14.1 & 15.0

- EM Version 14.1 & up – SFTP available for Scheduled reports, includes option for CSV file

New Delivery Schedule for this report

Schedule Description:	Insert Special Character <small>Maximum 200 characters</small>																
Delivery Frequency:	Weekly <input type="button" value="v"/>																
First Delivery Date:	Date 06/09/2018 <input type="button" value="cal"/> (mm/dd/yyyy)																
Additional Deliveries:	End after: 500 <input type="button" value="v"/> total deliveries																
Delivery Method:	<input type="radio"/> Email <input checked="" type="radio"/> SFTP																
SFTP Options:	<table><tr><td>SFTP Server Address (e.g. reports.customer.net):</td><td><input type="text"/></td></tr><tr><td>Username</td><td><input type="text"/></td></tr><tr><td>Password</td><td><input type="text"/></td></tr><tr><td>Subdirectory:</td><td><input type="text"/></td></tr><tr><td>Email Address (for transmittal notification):</td><td><input type="text"/></td></tr><tr><td colspan="2"><input type="checkbox"/> Include PDF of report</td></tr><tr><td colspan="2"><input type="checkbox"/> Include Excel file of report</td></tr><tr><td colspan="2"><input type="checkbox"/> Include CSV file of report</td></tr></table>	SFTP Server Address (e.g. reports.customer.net):	<input type="text"/>	Username	<input type="text"/>	Password	<input type="text"/>	Subdirectory:	<input type="text"/>	Email Address (for transmittal notification):	<input type="text"/>	<input type="checkbox"/> Include PDF of report		<input type="checkbox"/> Include Excel file of report		<input type="checkbox"/> Include CSV file of report	
SFTP Server Address (e.g. reports.customer.net):	<input type="text"/>																
Username	<input type="text"/>																
Password	<input type="text"/>																
Subdirectory:	<input type="text"/>																
Email Address (for transmittal notification):	<input type="text"/>																
<input type="checkbox"/> Include PDF of report																	
<input type="checkbox"/> Include Excel file of report																	
<input type="checkbox"/> Include CSV file of report																	

- Email option – can include a PDF or Excel file of the results as an attachment.
- Can include a deep link to the results (run live when the link is clicked).
- New “SFTP” option. Can include a PDF, Excel file or CSV file of the results.
- Number of max deliveries expanded to “500”.

How to use EAR – Scheduling and Emailing

- Ad-hoc SFTP Option – Version 15.1 – available ‘on the fly’ for all reports (not just scheduled reports)

Production Tracking Reports



SFTP



Avg Days to Complete Production Tasks in selected timeframe

[Submission Turnaround Times - Editorial and Production](#)

[Submission Turnaround Times - Production](#)

How to use EAR – Scheduling and Emailing Version 15.1

- Attach CSV Results – Extended to ad-hoc SFTP (already available for scheduled SFTP), ad-hoc email and scheduled email.
- Attach XML Results – allowed for SFTP, ad-hoc email and scheduled email

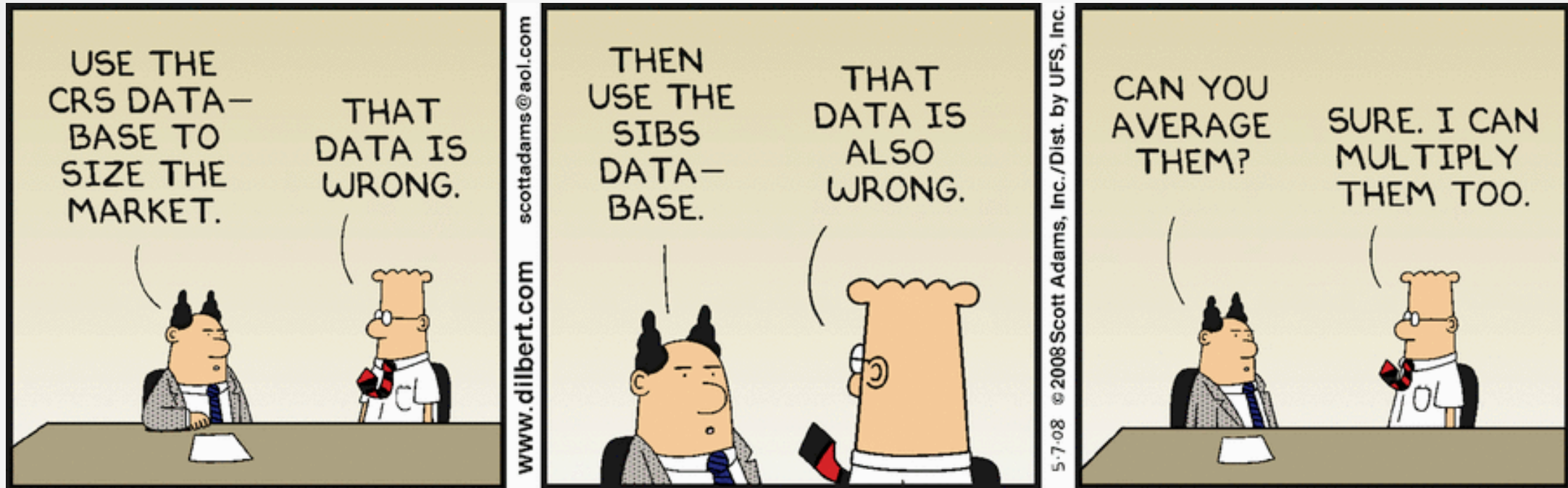
Letter Subject: test report

Attachments: Add/Change Attachments

- Attach PDF of report to Letter
- Attach Excel file of report to Letter
- Attach CSV of report to Letter
- Attach XML file of report to Letter

Letter Body: Not much to test:
фиговый лист

Insert Spec



Useful Views and Tables

Help is available!

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

Enterprise Analytics Reporting

[Create Report](#)

[Get more help](#) about database tables and their contents

[Get more help](#) about Views and their contents

Shared Reports

Caroline

[99327989-1348-4d32-9c5b-77f900ae0118](#)
[Days to Initial Decision](#)
[Days to initial decision with editor names in columns](#)
[DOI test report](#)
[new build submissions](#)
[new submission build](#)
[Reviewers completing the most reviews](#)
[Shared report Submissions Received - by Month and Year](#)
[Submissions Received - customized country and year](#)

Caroline Custom

[caroline customized report 2-1-2015](#)

Production-Related Reporting Views (Submissions)

Submission Production View

- Basic submission and Corresponding Author metadata
- Key editorial and production dates and information
- Some Schedule Group and TOC information
- Returns one row per submission

Submission Production **Tasks View**

- Information on submission production tasks
- Returns one row per submission production **task** (may return multiple rows per submission)

Production Task Questionnaire View

- Production Task Questionnaire questions and responses
- Returns multiple rows per submission

Production-Related Reporting Views (Schedule Groups)

Schedule Groups View

- Overview of the current status of the publication's Schedule Groups.
- Organized by Schedule Group, with one row for each
- In addition to standard Schedule Group data (ID, Description, etc.), calculated totals such as the current number of submissions or current color image counts are also available.

Schedule Group Production Tasks View

- Information on Schedule Group production tasks
- Returns one row per Schedule Group production **task** (may return multiple rows per Schedule Group)

Schedule Group Table of Contents and Headers View

- Information about the Schedule Group Table of Contents, including headers

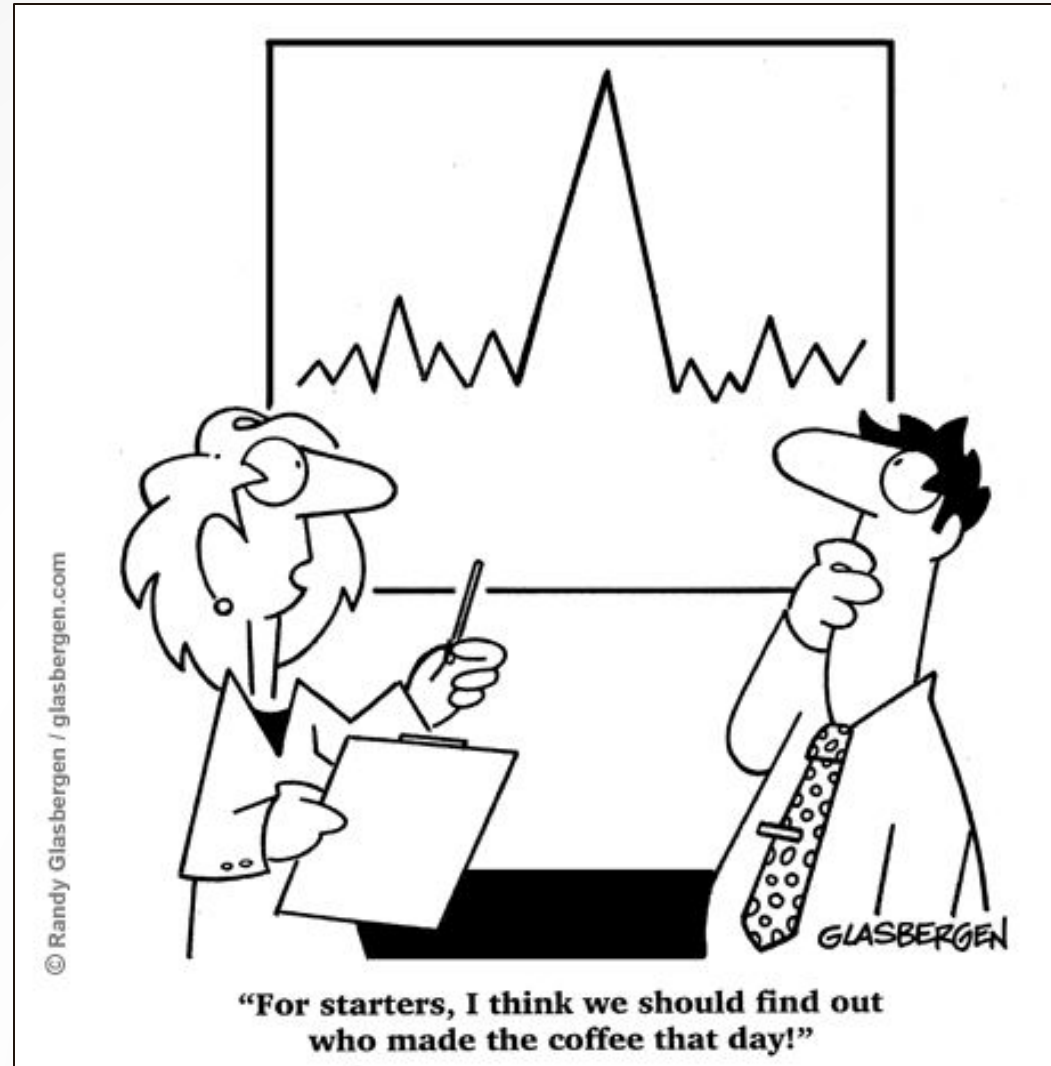
Production-Related Tables

- Submission Production Task Assignments Table
- Submission Production Tasks Table
- Schedule Groups Production Task Assignments Table
- Schedule Group Production Tasks

- Schedule Group TOC
- Schedule Group TOC Headers
- Schedule Groups

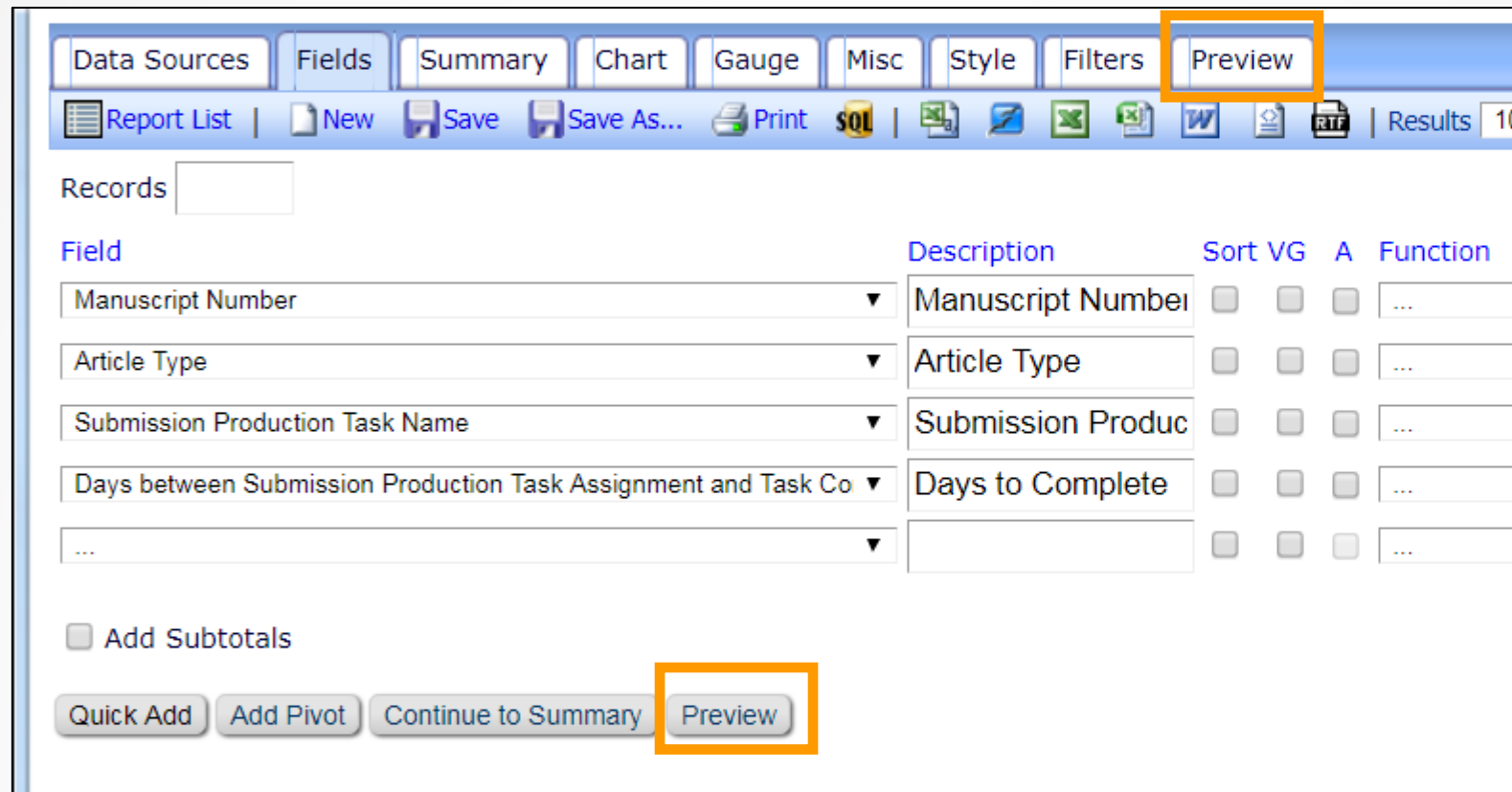
Useful Additional Tables – Document Table, People Table

What Really Matters....Results!



Results – Preview tab (or button)

- Allows you to 'try out' the fields/filters/charts/styles etc. before saving.



The screenshot displays a software interface with a top navigation bar containing tabs for 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. The 'Preview' tab is highlighted with an orange box. Below the navigation bar is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and other functions. The main area shows a 'Records' field with a dropdown arrow, followed by a table with columns: 'Field', 'Description', 'Sort VG', 'A', and 'Function'. The table contains five rows of data. Below the table is a checkbox labeled 'Add Subtotals'. At the bottom, there is a toolbar with buttons for 'Quick Add', 'Add Pivot', 'Continue to Summary', and 'Preview'. The 'Preview' button is highlighted with an orange box.

Field	Description	Sort VG	A	Function	
Manuscript Number	Manuscript Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
Article Type	Article Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
Submission Production Task Name	Submission Produc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
Days between Submission Production Task Assignment and Task Co	Days to Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...

Simple report results: Excel-like table

Manuscript Number	Article Type	Submission Production Task Name	Days to Complete
AJPH-201823757	Editorial	Tooling	1
AJPH-201823757	Editorial	Triage	
AJPH-201015	Research Article	Copyediting	10
AJPH-201015	Research Article	Artwork Composition	0
AJPH-201015	Research Article	Author Review of Draft-Edit	25
AJPH-201015	Research Article	Tooling	6
AJPH-201015	Research Article	Triage	10
AJPH-201015	Research Article	Proofreading	3
AJPH-201015	Research Article	1st Proof Composition	1
AJPH-201015	Research Article	Editorial Review - Draft	4
AJPH-201015	Research Article	Author Review of 1st Proofs	4
AJPH-201015	Research Article	2nd Proof Composition	1
AJPH-201015	Research Article	Author Review of 2nd Proofs	1
AJPH-201015	Research Article	Author Final Revision	12
AJPH-201015	Research Article	Copyedit Finalization	0
AJPH-201015	Research Article	3rd Proof Composition	3
AJPH-201015	Research Article	Paper Ready for Final Composition	0
AJPH-201015	Research Article	Highwire PAP	0
AJPH-20106	Research Article	Copyediting	8
AJPH-20106	Research Article	Artwork Composition	0
AJPH-20106	Research Article	Author Review of Draft-Edit	8
AJPH-20106	Research Article	Tooling	1
AJPH-20106	Research Article	Tooling	3

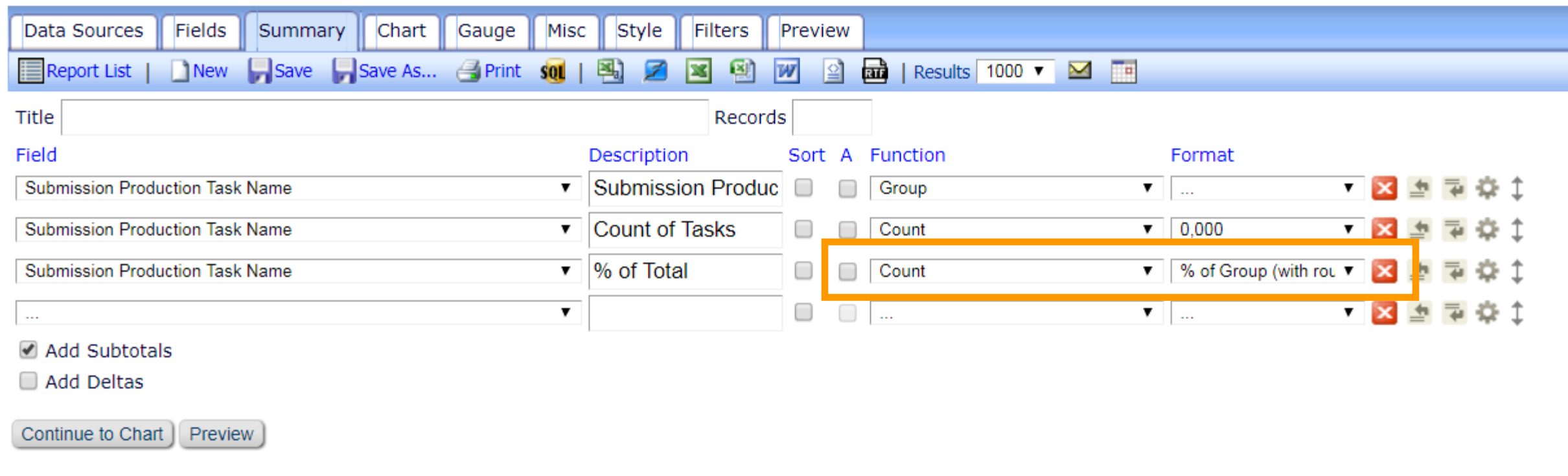
Results can be so much more!

Tips & Tricks

- Converting a value to a percentage
- Averages
- Subtotal Types
- Value Ranges
- Cell/Text Highlighting
- Advanced Filtering

Converting a Value to a %

- Results wanted: Number and % of Submission Production Tasks assigned.
- Data Source – Submission Production Task View
- For the Number (Count), set Function to 'Count' and Format to "0,000".
- For the %, Set Function to 'Count' and set format to "% of Group (with rounding)".



The screenshot shows a report configuration tool interface. At the top, there are tabs for 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the tabs is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and various application icons. The 'Results' dropdown is set to '1000'. Below the toolbar, there is a 'Title' field and a 'Records' field. The main area is a table with columns: 'Field', 'Description', 'Sort', 'A', 'Function', and 'Format'. The table contains four rows of field configurations. The third row is highlighted with an orange border. Below the table, there are checkboxes for 'Add Subtotals' (checked) and 'Add Deltas' (unchecked). At the bottom, there are buttons for 'Continue to Chart' and 'Preview'.

Field	Description	Sort	A	Function	Format
Submission Production Task Name	Submission Produc	<input type="checkbox"/>	<input type="checkbox"/>	Group	...
Submission Production Task Name	Count of Tasks	<input type="checkbox"/>	<input type="checkbox"/>	Count	0,000
Submission Production Task Name	% of Total	<input type="checkbox"/>	<input type="checkbox"/>	Count	% of Group (with rou
...		<input type="checkbox"/>	<input type="checkbox"/>

Results – Count and %

Submission Production Task Name	Count of Tasks	% of Total
Author Final Revision	44	21.2%
Author Review of 1st Proofs	1	0.5%
Copyedit Finalization	20	9.6%
Copyediting	39	18.8%
Tooling	58	27.9%
Triage	46	22.1%
	208	100%

Averages

- Results wanted: Average Days to complete submission production task per Article Type
- Data Source: Submission Production Task View
- Use 'Average' function for 'Days between Submission Production Task Assignment and Task Completion'. (Days to complete is an available pre-calculated field).

The screenshot shows a report configuration interface with a toolbar at the top containing options like 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the toolbar is a 'Report List' and a 'Results' dropdown set to '1000'. A 'Records' input field is empty. The main area is a table with columns: Field, Description, Sort, VG, A, Function, and Format. The third row is highlighted with an orange box, showing 'Days between Submission Production Task Assignment and Task Co' as the field, 'Average Days to Co' as the description, and 'Average' as the function with a format of '0,000'. A 'Add Subtotals' checkbox is at the bottom left.

Field	Description	Sort	VG	A	Function	Format
Article Type	Article Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group	...
Submission Production Task Name	Task Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Group	...
Days between Submission Production Task Assignment and Task Co	Average Days to Co	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Average	0,000
...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results

- Visually grouped by Submission Production Task Name.
- Averages used for values.

1st Proof Composition

Article Type▲	Average Days to Complete
*Editor's Choice - Editor Only	1
Analytic Essay	3
Book Review	2
Public Health Practice	4
Research Article	3

2nd Proof Composition

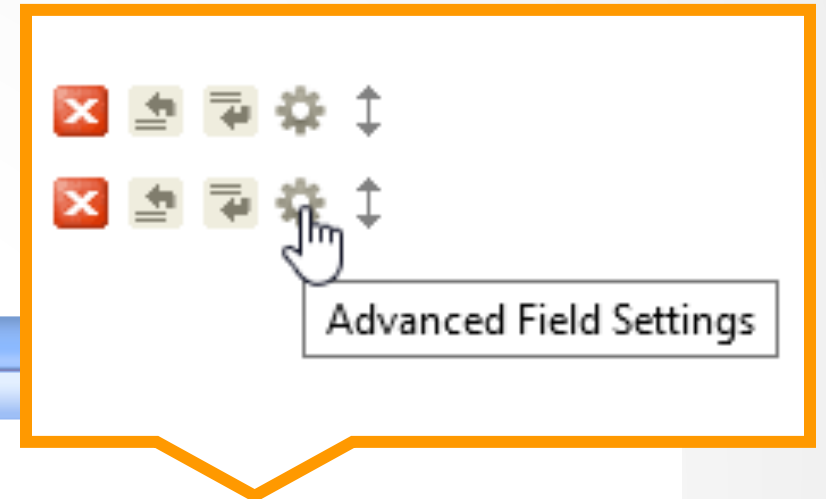
Article Type▲	Average Days to Complete
*Editor's Choice - Editor Only	1
Analytic Essay	2
Book Review	1
Public Health Practice	3
Public Health Then and Now	2
Public Health Then and Now - Editor	3
Research Article	2

3rd Proof Composition

Article Type▲	Average Days to Complete
Research Article	1

Advanced Field Settings Are Your Friends!

- Subtotal Types
- Value Ranges
- Z-to-A Sorting
- Cell Highlighting
- Text Highlighting



Field	Description	Sort	VG	A	Function	Format			
Article Type	Article Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submission Production Task Name	Task Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Group	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days between Submission Production Task Assignment and Task Co	Average Days to Co	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Average	0,000	<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"/>

Advanced Settings - Subtotal Types

- First, select 'Add Subtotals' checkbox.

The screenshot shows a software interface with a menu bar at the top containing 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the menu bar is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and various application icons. The main area displays a table with columns: 'Field', 'Description', 'Sort', 'VG', 'A', 'Function', and 'Format'. The 'Add Subtotals' checkbox is highlighted with an orange box.

Field	Description	Sort	VG	A	Function	Format
Article Type	Article Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group	...
Submission Production Task Name	Task Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Group	...
Days between Submission Production Task Assignment and Task Co	Average Days to Cr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Average	0,000
...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Subtotals

Advanced Settings - Subtotal Types

Hide this field

Sort (z-a)

Italic

Bold

Width

Label Justification

Value Justification

Subreport

Drill-Down Style

Url

Subtotal Function (Default)

(Default)

(None)

Average

Count

Count Distinct

Maximum

Minimum

Sum

Sum Distinct

Gradient Cells Shading

Text Highlight

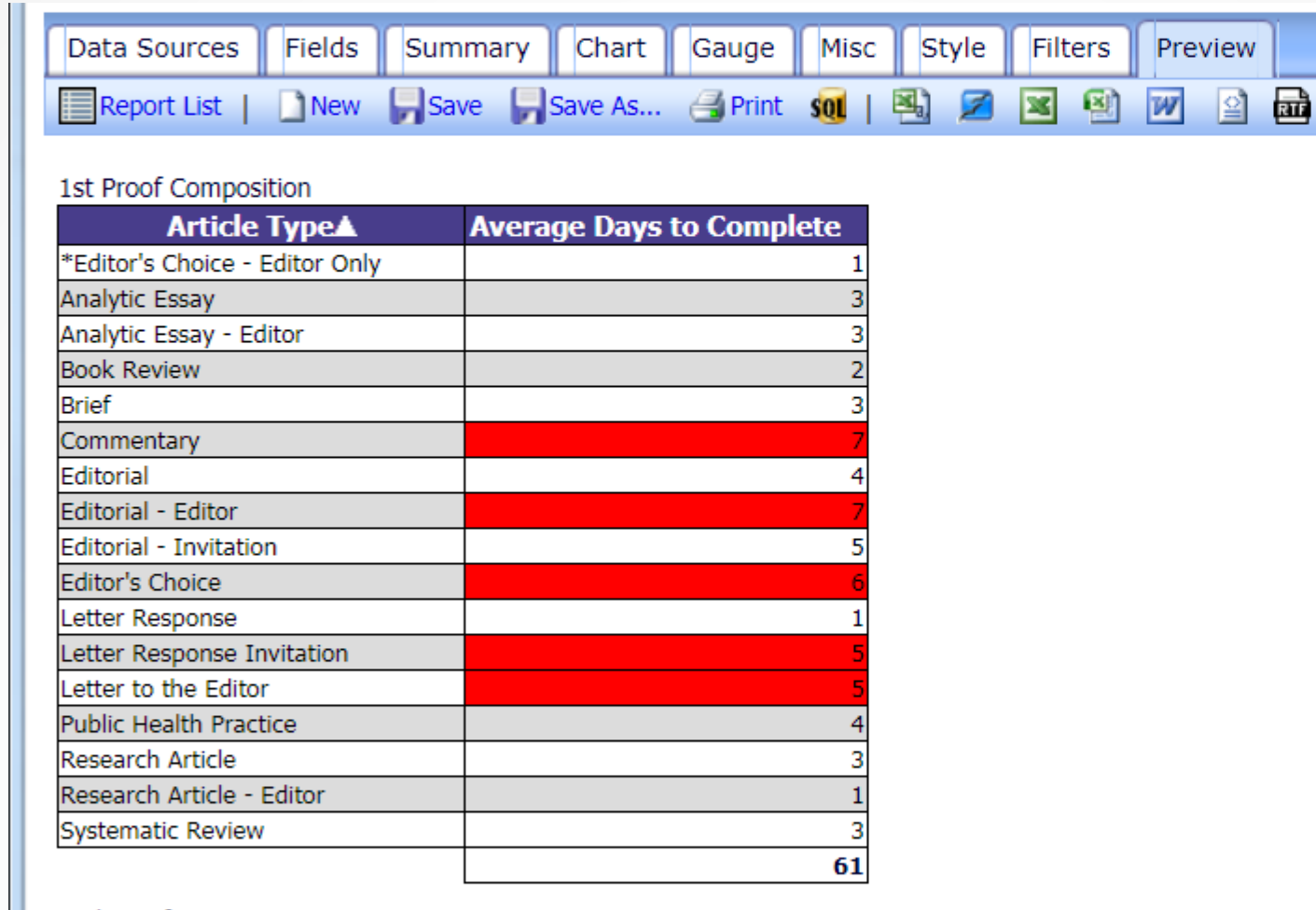
Cell Highlight

Value Ranges

- Then, click the 'gear icon for the field that requires a subtotal and set the Subtotal Function in the 'Advanced Field Settings' popup. Can also be used to remove a subtotal you don't want.

Advanced Settings - Cell highlighting

- Highlight Average Days to complete (5 or greater) in red.



1st Proof Composition

Article Type▲	Average Days to Complete
*Editor's Choice - Editor Only	1
Analytic Essay	3
Analytic Essay - Editor	3
Book Review	2
Brief	3
Commentary	7
Editorial	4
Editorial - Editor	7
Editorial - Invitation	5
Editor's Choice	6
Letter Response	1
Letter Response Invitation	5
Letter to the Editor	5
Public Health Practice	4
Research Article	3
Research Article - Editor	1
Systematic Review	3
	61

Advanced Settings – Cell Highlight

The image shows a screenshot of a report configuration tool. The top navigation bar includes tabs for Data Sources, Fields, Summary, Chart, Gauge, Misc, Style, Filters, and Preview. Below this is a toolbar with icons for Report List, New, Save, Save As..., Print, SQL, and other functions. The main area displays a list of fields on the left and a configuration panel on the right. The 'Cell Highlight' setting is highlighted with an orange border and contains the value '5-100:Red'.

Field	Configuration
Hide this field	<input type="checkbox"/>
Sort (z-a)	<input type="checkbox"/>
Italic	<input type="checkbox"/>
Bold	<input type="checkbox"/>
Width	<input type="text"/>
Label Justification	<input checked="" type="checkbox"/>
Value Justification	<input type="checkbox"/>
Subreport	...
Drill-Down Style	...
Url	example:Page.aspx?id={0}&value={1}
Subtotal Function	(Default)
Gradient Cells Shading	<input type="checkbox"/>
Text Highlight	<input type="text"/>
Cell Highlight	5-100:Red
Value Ranges	example: 0 to 10:Under 10:10 to 100:10-10

Advanced Settings - Text Highlighting

1st Proof Composition

Article Type▲	Average Days to Complete
*Editor's Choice - Editor Only	1
Analytic Essay	3
Analytic Essay - Editor	3
Book Review	2
Brief	3
Commentary	7
Editorial	4
Editorial - Editor	7
Editorial - Invitation	5
Editor's Choice	6
Letter Response	1
Letter Response Invitation	5

Advanced Settings – Text Highlighting

Hide this field

Sort (z-a)

Italic

Bold

Width

Label Justification

Value Justification

Subreport

Drill-Down Style

Url

Subtotal Function

Gradient Cells Shading

Text Highlight

Cell Highlight

Value Ranges

OK

Advanced Settings - Value Ranges (Custom values)

MS Number	Received	First Decision	Final Decision	Final Disposition	Rec. - 1st Dec.	R
	4/27/2012		4/27/2012			
	5/25/2012		5/25/2012			
	5/25/2012		5/25/2012			
DEMOMC-D-11-00006	5/17/2011	5/3/2012	5/3/2012	5/3/2012	2 months+	
msc pmug	12/11/2012		12/11/2012			
MSC test 21	5/17/2012	5/24/2012	5/24/2012	5/24/2012	Under a month	
MSC test 38	8/9/2012		8/9/2012			
MSC test 39	7/31/2012	8/14/2012	11/29/2012	12/11/2012	Under a month	
MSC test11	5/12/2011	1/19/2012	1/19/2012	1/19/2012	2 months+	
MSC test12	2/3/2012	3/13/2012	4/27/2012	4/27/2012	1-2 months	
MSC test13	3/14/2012		3/14/2012			
MSC test14	3/14/2012		3/14/2012			
MSC test6	11/18/2011	5/17/2012	5/24/2012	5/24/2012	2 months+	
MSC test7	11/18/2011	2/7/2012	4/27/2012	4/27/2012	2 months+	

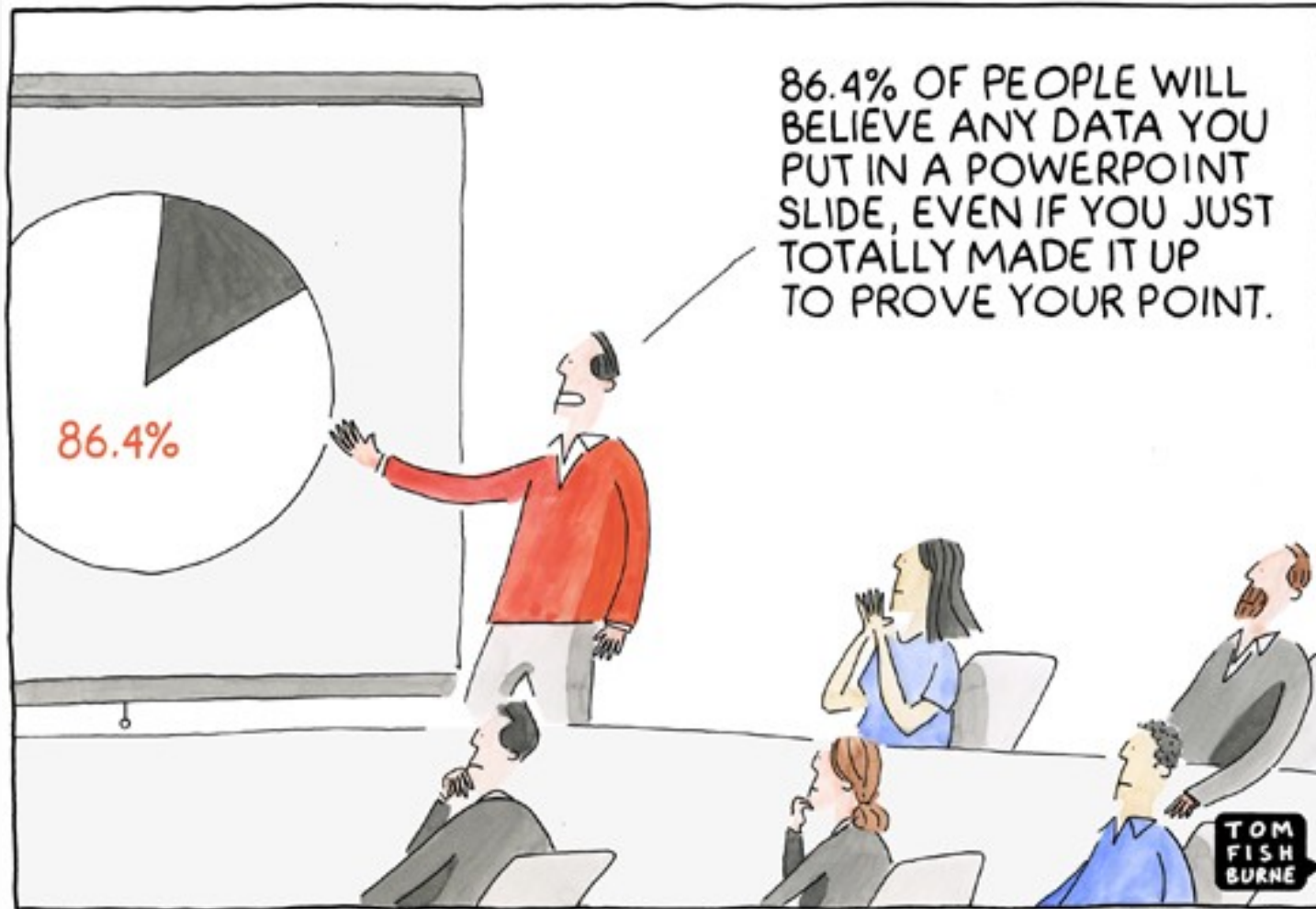
Advanced Settings – Value Ranges

The image shows a screenshot of a software interface with a dialog box titled "Advanced Settings". The dialog box contains several settings, each with a label, a control, and a close button (X) on the right. The "Value Ranges" setting is highlighted with an orange border. The "Value Ranges" control contains the text "0 to 31:Under a month;32 to 64:1-2 month:". Other settings include "Label Justification" (M), "Value Justification" (checkbox), "Subreport" (dropdown), "Drill-Down Style" (dropdown), "Url" (example:Page.aspx?id={0}&value={1}), "Subtotal Function" (Default), "Gradient Cells Shading" (checkbox), "Text Highlight" (text input), and "Cell Highlight" (text input). An "OK" button is located at the bottom of the dialog box.

Label Justification	<input checked="" type="checkbox"/> M	X
Value Justification	<input type="checkbox"/>	X
Subreport	...	X
Drill-Down Style	...	X
Url	example:Page.aspx?id={0}&value={1}	X
Subtotal Function	(Default)	X
Gradient Cells Shading	<input type="checkbox"/>	X
Text Highlight		X
Cell Highlight		X
Value Ranges	0 to 31:Under a month;32 to 64:1-2 month:	X

OK

Default EAR PM Reports



Single Journal EAR

- As with all standard EAR reports, they can be resaved and modified as needed



Production Tracking Reports

[Avg Days to Complete Production Tasks in selected timeframe](#)

[Submission Turnaround Times - Editorial and Production](#)

[Submission Turnaround Times - Production](#)

Cross-Publication EAR

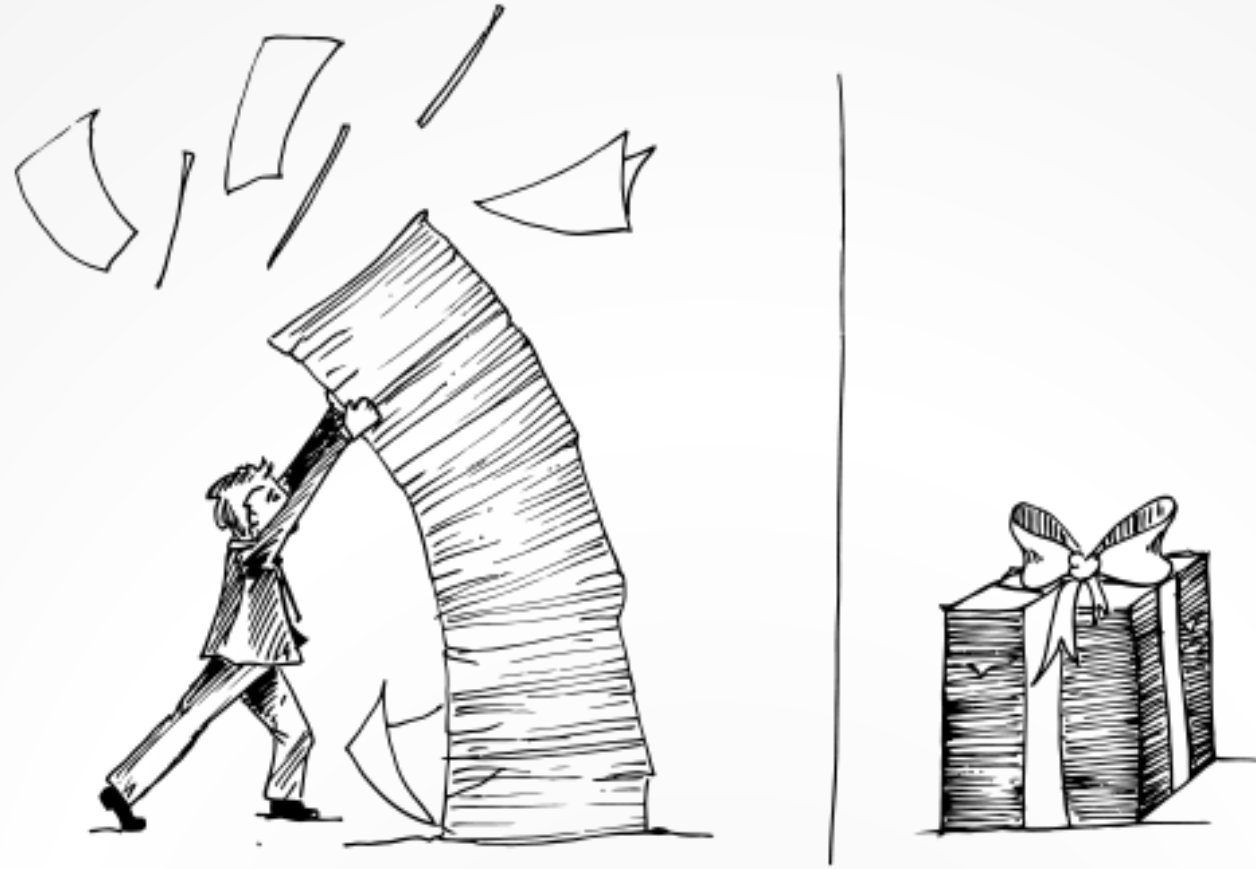
- As with all standard Cross-Pub EAR reports, they can be resaved and modified as needed



Cross-Publication Production Tracking Reports

[Avg Days to Complete Production Tasks in selected Timeframe](#)

[Number of Submissions per Open Schedule Group](#)





Reminders, Searches and Downloads


RoleManager Permissions


Produce Reports

Schedule Reports


 Create Automated Submission Tasks Reminders

 Create Automated Schedule Group Tasks Reminders

 Send Production Reminders

 Run Production Task Assignment Totals Report

General Searching and Viewing

Use Editorial Details Layout 

Search All Manuscripts

Search Only Assigned Manuscripts

Share Saved Searches

Production-Related Reminder Reports

- 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

Reports

[Submission Tasks Reminder Report](#)

[Schedule Group Tasks Reminder Report](#)

[Automated Submission Tasks Reminder Report](#)

[Automated Schedule Group Tasks Reminder Report](#)

Production-Related Workload Report

- Summary totals of Submission Production Tasks assigned or completed in the specified time period.
- Broken down by person assigned, Article Type.
- Can be filtered by Editor Role, Publisher Role, Submission Production Task Type, Section/Category.
- Results can be downloaded.


[Editor/Publisher Assignment Totals by Task Type Report](#)

Searches




Search Submissions


Search


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

Search submissions selection criteria

 Display search results in PowerGrid

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

 Search Definition: Choose Saved Search ▾

 [Remove Search Definition](#) [Edit Selected Search Definition](#) [Share Selected Search Definition](#) [Run Selected Search Definition](#)

[Help with Searching](#) [Insert Special Character](#) [Value Options](#) [Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
▾	Manuscript Number	is ▾	Contains ▾		▾
	Manuscript Number				
	DOI				
	Corresponding Author First Name				
	Corresponding Author Last Name				
	Article Title				
	Short Title				
	Article Type Name				
	Section/Category Name				
	Revision Number				
	Keyword				
	Classification Description				
	Manuscript Notes				
	Production Notes				
	Editorial Status				
	Editorial Status Date				
	Initial Date Submitted				
	Final Decision Date				
	First Author First Name				

[Add](#)

[Clear](#) [Search](#)

Help with Searching

- Use the [Value Options](#) to select values for your search criteria.
- The required criteria are marked with an asterisk (*).
- You must enter a value for each required criterion, unless otherwise specified.
- If you combine criteria, the search will be performed in the order specified.
- Selections are made from the "Value Options" list.
- You can check the "Advanced Criteria" box to refine your search.

you can copy and paste Values from there.
not entered in this format, you will be required to re-enter the date in the specified format.
to a search. We recommend entering as much criteria as you know. The more refined the
the evaluations are carried out in the right order. If you do not use parentheses, or
valuated first.
ie.
"refined" Selector.

Search Results

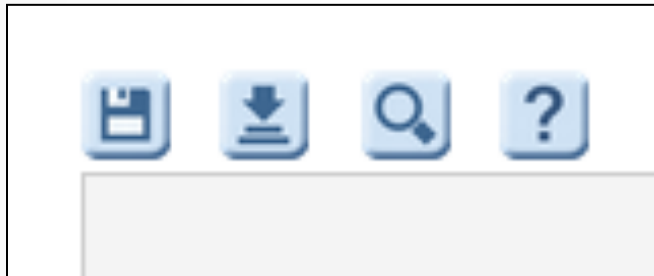
- Schedule Group Target Online Publication Date is greater than or equal to '06/11/2018'

Quicklinks Collapse

Search Submissions - Search Results
Schedule Group Target Online Publication Date is greater than or equal to '06/11/2018'

Page: 1 of 12 (119 total submissions) 1 2 3 4 5 6 7 8 9 10 10 results per page

Action	Manuscript Number	DOI	Author Name	Schedule Group	Article Title	Article Type
Action Links ▶ Ⓞ Ⓜ	AJPH-201823207	10.2105/AJPH.2018.304564	Daniel S. Madrigal (UNITED STATES) ▾	September 2018	The consequences of missing children with elevated blood lead levels	Letter to the Editor
Action Links ▶ Ⓞ Ⓜ	AJPH-201822983	10.2105/AJPH.2018.304578	David H. Wegman (UNITED STATES) ▾	September 2018	New Horizons for Occupational Health Surveillance	Letter to the Editor
Action Links	AJPH-201823597	10.2105/AJPH.2018.304579	Emily Quinn Ahonen	September 2018	Towards an inclusive approach to	Letter Responses



- Save Search
- Download
- Search Again
- Help Video

Search Results – Display options

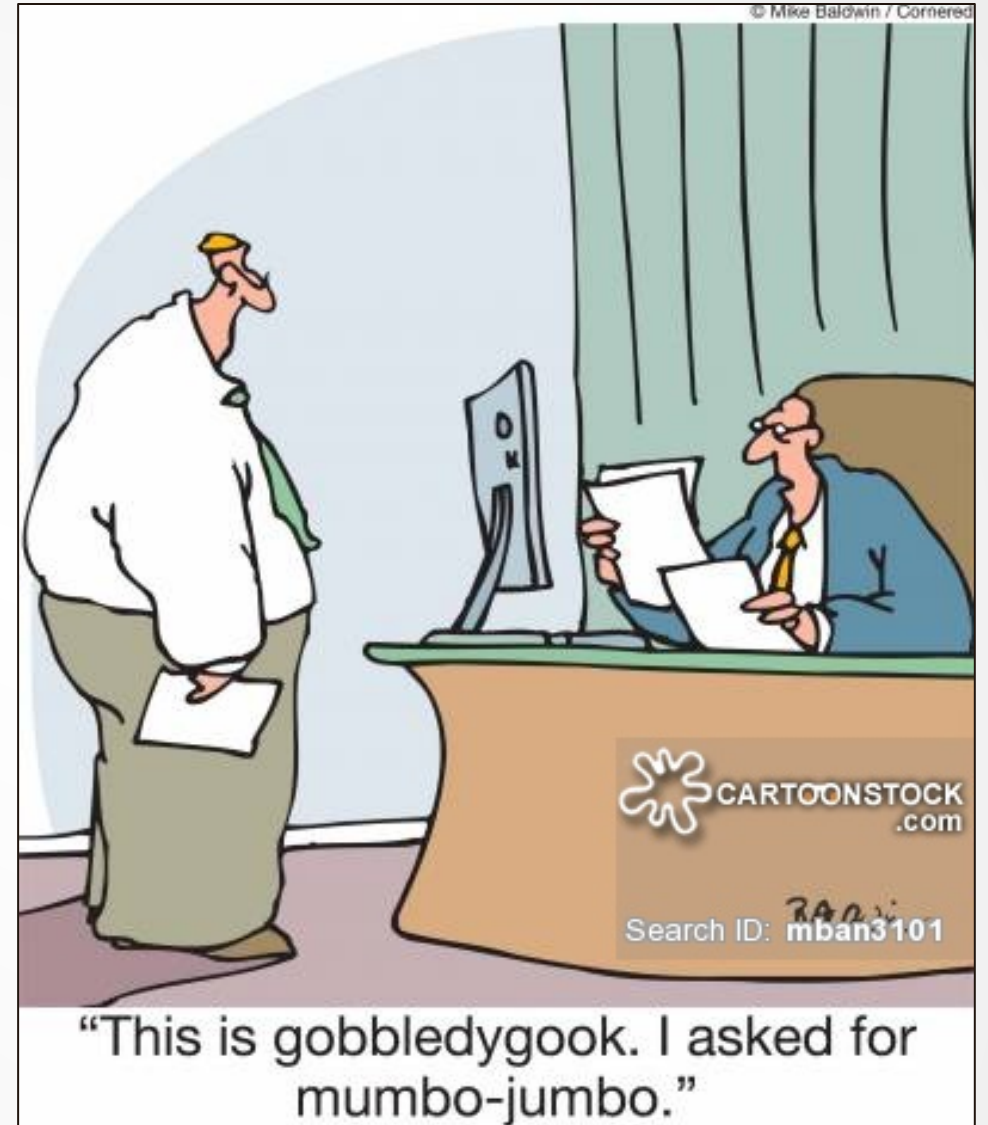
The columns below are available to be included in this table. Please select the ones you would like to see by marking the "Show" checkbox. You may also lock columns in place so that regardless of your position in the grid you will be able to see the contents. These columns appear together on the left 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DOI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Author Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Article Title	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Article Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Short Title	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keywords	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Classifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Status Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Date Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reviewers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Review Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handling Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assigned Editors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section/ Category	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Submit

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Questions?

Thank you!