



Task Manager

Enhance Editorial Workflow: Complete Tasks Prior to Production

Following editorial workflow, journals conduct various tasks required for publication during the traditional production process – often completing one task at a time. To automate and streamline this process, journals can leverage Task Manager to assign and perform key tasks earlier in the manuscript lifecycle, eliminating the need for (or reliance on) a production tracking system. Task Manager, an Editorial Manager® (EM) feature, allows Editors to complete assignments prior to production and at any time in the editorial workflow, reducing time to publication.

Tasks can be completed in parallel and can be assigned only as relevant both pre- and post-acceptance, before production is formally initiated. With Task Manager, journals can get a head start on copy preparation, checking and requesting missing information, and other preliminary needs.

- ✓ Enables proactive task completion early, reducing time to publication
- ✓ Automates chain task assignment against configured workflow events
- ✓ Reduces workflow bottlenecks for downstream production teams
- ✓ Maintains due dates with automated and manual reminders



See Task Manager in action! Watch the [video tutorial](#)



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