



Reporting or Searching?

- Static data, Actionable results or both?
 - Reporting is presentation of data
 - Searching Submissions allows actions to be taken on the results
 - Search results can also be downloaded into Excel and used as reports
 - Multiple criteria available



What sort of reports

- There are five types of reporting in EM
 - Reminders
 - Canned Reports
 - General Data Export
 - Custom Reports
 - Enterprise Analytics Reporting

Reports Menu

Reports

Report Tools

Enterprise Analytics Reporting

General Data Export

Custom Report

Search/Manage Conference Submissions

Status Reports

Accepted Manuscripts Without a Publication Date

Current Status Report

Publishing Pipeline Report

Published Table of Contents Report

Editor's To-Do List Report

Current Role Designations Report

Author Reminder Reports

Co-Author Reminder Report

Author Revision Status Report

Author Revision Reminder Report

Automated Author Revision Reminder Report

Invited Author Reports

Proposal Pipeline Report

Authors Invited - No Response

Author Invitation Status Report

Editor Reports

Assignment Status Report

New Assignments Report

Required Reviews Complete Report

Reviewer Reports

Reviewer Invited - No Response Report

Reviewer Reminder Report

Automated Reviewer Reminder Report

Manuscript Rating Reports

Manuscript Ratings Report

Manuscript Ratings by Issue Report

Manuscript Ratings Summary Report

Summary and Annual Reports

Reminders

Reminder options

In reminders there are a number options

- Author reminders
- Reviewer Reminders
- Editor Reminders
- Summary Reminder Reports

Author Reminders

- Co-Author Reminder Report
- Author Revision Status Report
- Author Revision Reminder Report
- Automated Author Revision Reminder Report
- Invited Author Reminder Reports
- Author Invitation Status Report

Automated Author Revision Reminder Report

		Automated Author Revision Reminder Reports
Create a new Automated Reminder by	selecting criteria below and clicking	he 'Save as Automated Reminder' button. Once saved, the Automated Author Revision reminder e-mails will be sent once every 24 hours to each recipient.
	Outstanding Revisions: Send revision or have declined to revise,	an automated reminder e-mail to Authors who were asked to revise their submission exactly 10 days ago. If Authors have already submitted their they will not receive a reminder.
Reminder Type:		Due Date: Send an automated reminder e-mail for revisions that are exactly 7 days before their due date. Reminders will be sent to Authors who anuscript but have not yet submitted their revision.
		e Date: Send an automated reminder e-mail for revisions that are exactly 7 days past the due date. To send reminders for revisions that are due of enter 0 days. Reminders will be sent to Authors who were asked to revise their submission, but have not submitted their revision or decline to revise.
First Assigned Editor:	(All Editors)	▼
Editor Who Made First Decision:	(All Editors)	V
	Insert Special Character	
Reminder Name:	Author Revision Reminder Maximum 200 characters	
Reminder Letter:	Author reminder overdue	▼
You may further refine your result set items in the selection box. On a Mac,	by selecting all, or choosing one or n the 'Command' key is used while usi Research Article Review article Letter to the Editor Conference submission	ore 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 ing the mouse to click the desired items. Select All Clear All
Section/Category:	Clinical Reports Research Reports Letters to the Editor Book Reviews	Select All Clear All

Reviewer Reminders

- Reviewer Invited No Response Report
- Reviewer Reminder Report
- Automated Reviewer Reminder Report

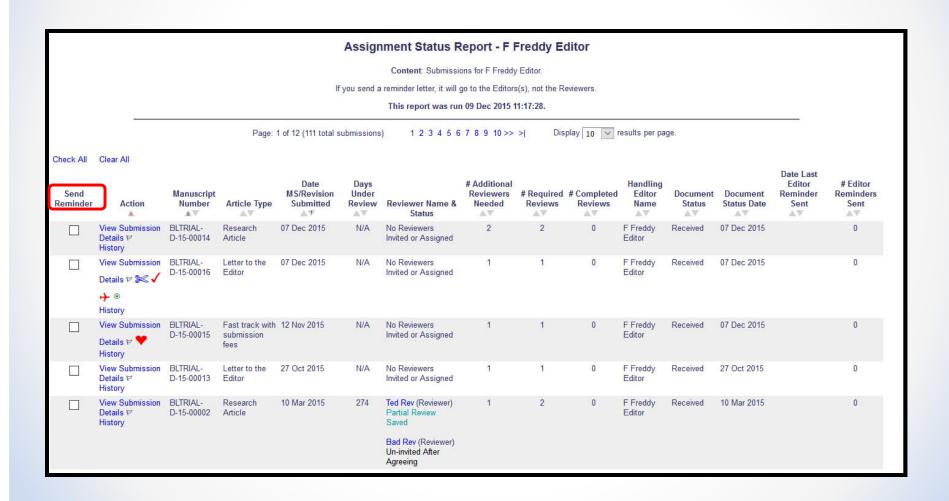
Automated Reviewer Reminder Report

	Automated Reviewer Reminder Reports	
Create a new Automated R	Reminder by selecting criteria below and clicking the 'Save as Automated Reminder' button. Once saved, the automated reviewer reminder e-mails will be sent once every 24 hours to eac	h recipient.
	No Response. Send Reminder: Send an automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly such as the send and automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly such as the send and automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly such as the send and automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly such as the send and automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly such as the send and automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly such as the send and	e sent to Reviewer
Reminder Type:	Reminder Before Due Date: Send an automated reminder e-mail for reviews that are exactly 10 days before their due date. Reminders will be sent to Reviewers where the review invitation but have not yet submitted their review.	o have agreed to
	Reminder Past Due Date: Send an automated reminder e-mail for reviews that are exactly adays past the due date. To send reminders for reviews that are due or reminder report is run, enter 0 days. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.	the day the
Reviewer Role:	(All Reviewers)	
Handling Editor:	(All Editors)	
Reminder Name:	Insert Special Character Reviewer first late reminder Maximum 200 characters	
Reminder Letter:	Auto reminder 🔻	
You may further refine you items in the selection box.	our 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 x. On a Mac, the 'Command' key is used while using the mouse to click the desired items. Research Article Select All	select the desired
Article Type:	Review article Letter to the Editor Conference submission Clear All	
Section/Category:	Clinical Reports Research Reports Letters to the Editor Book Reviews Select All Clear All	

Editor Reminders

- Assignment Status Report
- New Assignments Report
- Required Reviews Complete Report

Assignment Status Report



Automated summary reminder reports

Publications may create Automated Editor Summary Reminders to send out 'To Do' Lists to Editors on a regular basis. They are set up as follows

	Automated Editor Summary Reminders										
			Automated Editor Sumi	mary Reminders							
	If enabled for an Editor Role, Editor Summary Reminders are periodically sent to all such Editors with Assignments that meet the Reminder criteria and with the frequency defined below. Only Editor Roles that can receive assignments are listed below.										
To enable leave blar	To enable Summary Reminders for a Role, select the 'Send' checkbox and define a Frequency below, and select a letter to be sent. Enter a specific 'Next Reminder Due' date to control when the first reminder is sent, or leave blank to send the first reminder in the next daily reminder run. Selecting the 'Use Criteria' option ensures that Editors do not receive an E-mail until they have one or more assignments meeting the criteria; leaving this										
	un-selected for a Role means that these Editors will always receive a summary at the defined interval, even if they have no assignments. Only one letter is sent to each Editor included in the Summary Reminder run, even if they have multiple open invitations or assignments.										
Role Se	Role Settings										
Send Editor Role Frequency (Days) Next Reminder Due Summary Letter Use Criteria											
	Associate Editor			Please Choose an Automated Reminder Letter							
	Book Review Editor		III	Please Choose an Automated Reminder Letter							
	Conference coordinator		III	Please Choose an Automated Reminder Letter							
\checkmark	Editor in Chief	10	09/18/2013	Editor Summary Reminder							
	European Editor		II	Please Choose an Automated Reminder Letter							
	Language Editor		II	Please Choose an Automated Reminder Letter							
	Managing Editor		III	Please Choose an Automated Reminder Letter \checkmark							
	Proposal reviewer		II	Please Choose an Automated Reminder Letter							
	Regional Editor		II	Please Choose an Automated Reminder Letter 💟							
	Subject editor		II	Please Choose an Automated Reminder Letter \checkmark							
	Triple Blind Editor		III	Please Choose an Automated Reminder Letter \checkmark							
Criteria											
✓ Edito	or Invitations Awaiting Response:	Include Editors who received an I	nvitation or more days ago,	but have not yet accepted or declined the invitation.							
✓ New	Editor Assignments: Include Editor	s who were assigned or accepted	I an Invitation 3 or more days	ago, but have not yet invited reviewers or assigned the submission on to another	er Editor.						
	uired Reviews Complete: Include E recommendation/decision. A value of		or, with submissions that reached Req	uired Reviews Complete status 3 or more days ago and on which they	have not yet submitted						
			1								
			Cancel	ubmit							

Canned reports

Canned reports

The following options are available

- Status Reports
 - Accepted Manuscripts Without a Publication Date
 - Current Status Report
 - Publishing Pipeline Report
 - Published Table of Contents Report
 - Editor's To-Do List Report
 - Current Role Designations Report
- Invited Author Reports
 - Proposal Pipeline Report
- Manuscript Rating Reports
 - Manuscript Ratings Report
 - Manuscript Ratings by Issue Report
 - Manuscript Ratings Summary Report
- Summary and Annual Reports
 - Classification Index Report
 - Document Classification List Report
 - Reviewer Performance Report
 - Editor Performance Report
 - Journal Accountability Report
 - Manuscript Country/Region of Origin Summary Report
 - Manuscript Country/Region of Origin Detail Report
 - Reviewer Country of Origin Report
 - ISO Standard Country Comparison Report

Submission/Revision Statistics

New Manuscripts Received (by First Receipt Date)	
Bona Fide manuscripts submitted by Authors during the specified time period. This number may include submissions that have been removed by the journal office and manuscripts that have been submitted, but have not yet been assigned to an Editor.	26
New Manuscripts Received (by current Initial Date Submitted)	
Manuscripts submitted by Authors during the specified time period. This number may change if a submission is returned to the Author and resubmitted by the Author at a later date. In this case, the resubmission date is stored as the Initial Date Submitted, overwriting the original Initial Date Submitted. This number may include submissions that have been removed by the journal office and manuscripts that have been submitted, but have not yet been assigned to an Editor.	25
Submissions Removed by the Journal Office	7
Editorial staff may remove submissions from the system before an Editor is assigned. Manuscripts included in this category are also included in New Manuscripts Received above.	,
Submissions Transferred	
Manuscripts that were transferred to another publication before an Editor was invited or assigned. Manuscripts included in this category are also included in New Manuscripts Received above.	0
Manuscripts Submitted but Technical Check Not Yet Complete	7
The manuscript was submitted during the time frame, but the technical check is not yet complete	,
Manuscripts Submitted but not yet Assigned to an Editor	
Once a manuscript is submitted, the Editor can edit the submission and send it back to the Author for approval. This category includes any submissions being worked on, before any Editors have been assigned. Manuscripts included in this category are also included in New Manuscripts Received and Manuscripts Submitted but Technical Check Not Yet Complete above.	9
Manuscripts Returned to the Author and Removed by the Author	
Once a manuscript is submitted, the Editor can edit the submission and send it back to the Author. The Author can edit the submission, or approve the submission, or remove the submission. This category includes any submissions that the Author has removed (deleted), which means they cannot be resubmitted. Manuscripts included in this category are also included in New Manuscripts Received above.	0
Revisions Requested	4
Journal rendered a Revise decision during the specified time period.	4
Revised Manuscripts Received	1
Author submitted a revision during the specified time period. This figure is independent of the date the original manuscript was submitted, or when the revision was requested.	
Revisions Received but Technical Check Not Yet Complete	4
The revision was received during the time period, but the technical check is not yet complete.	1

Total Revisions Received and Journal Turnaround Time

Total Revisions Received

This section includes revisions that were received by the journal office during the specified time period. This is not a subset of Revisions Requested in the Submission Statistics. The revision may have been requested at any time, but the counts below reflect revised submissions by the Author during the time period.

	Rev 1
Revisions Submitted by Author	1
Revisions Declined by Author	0
Average Turnaround Time for Author (days)	0

ournal Turnaround Time							
This section includes submissions received by the journal office during the specified time period. The statistics are an indication of how long key activities are taking in the process.							
Submission to Technical Check Complete Average number of days between the date the manuscript was received and technical check was completed.							
Technical Check Complete to Editor Assignment Average number of days between the date the technical check was completed and the first Editor was assigned	5.8						
Submission to Editor Assignment Average number of days between the date the manuscript was received and the first Editor was assigned.	8.2						
Submission to Reviewer Invitation Average number of days between the date the manuscript was received and the first Reviewer was invited.	67.4						
Submission to First Decision Average number of days between the date the manuscript was received and the first decision.	1.3						

Reviewer Invitation Statistics

This section provides the breakdown of Total Reviewers Invited to Review during the time period, and the status of each invitation as of the report date.	
Total Reviewers Invited Total number of Reviewers invited during the specified time period. Includes Reviewers who may have been subsequently terminated or un-invited.	16
Agreed to Review Number of Reviewers invited during the time period who agreed to review and are still working on their reviews.	0
Reviewers who Completed Reviews Number of Reviewers invited during the time period who agreed to review and have completed their review.	3
Declined to Review Number of Reviewers invited during the time period who declined to review.	1
Have not Responded to Review Invitation Number of Reviewers invited during the time period who have neither agreed nor declined to review.	0
Uninvited Reviewers Number of Reviewers invited during the time period who were subsequently un-invited by the Editor.	8
Terminated Reviewers Number of Reviewers invited during the time period whose roles were subsequently terminated by an Editor who chose to make a decision without waiting for the review to be completed.	4

Reviewer Performance Averages

This section includes some key statistics about the peer review process. Unless otherwise specified, all calculations are based on reviews completed during the time period.	
Days to Respond to Invitation Average number of days between date Reviewer was invited and date Reviewer agreed or declined to review. Note the Reviewer may have been invited at any time; this calculation includes reviews that were agreed to or declined during the specified time period.	0.3
Days to Complete Review (from Date Invited) Average days between date Reviewer was invited to review and the date the review was completed.	1
Days to Complete Review (from Date Agreed to Review) Average days between date Reviewer agreed to the review invitation and the date the review was completed.	0
Number of Reviews per Reviewer Average number of reviews completed by each Reviewer during the time period.	1
Number of Late Reviews Total number of reviews completed after the due date.	0
Average Days Late For all the Late Reviews specified above, the average number of days those reviews were submitted after the due date.	0
Number of Early Reviews Total number of reviews completed on or before the due date.	3
Average Days Early For all the Early Reviews specified above, the average number of days those reviews were submitted on or before the due date.	14

Reviewer Recommendation and Decision Summaries

Reviewer Recommendation Summary

This section shows the total number of Recommendation Terms submitted during the specified time period. The column of percentages is simply an indicator of the frequency with which each Term is used.

Reviewer Recommendation Term	Reviews Completed	Frequency of Recommendation
Accept major revisions	1	33.3%
Accept minor revisions	2	66.7%
Total Reviews Completed	3	100%

Decision Summary

A separate table is displayed for each Revision Number. Total Decisions is the number of decisions made by the Editor with final decision-making authority for each submission during the specified time period. The Average Time to Decision is the number of days between the date the manuscript was received by the journal office, and the date the final decision was made. For a Revision, the Average Time to Decision is the average number of days between the date the Revision was submitted to the journal office and the date the final decision was made.

Accepted On Submission	Total Submissions
During Submission By Editor	0
After Submission to Publication	0

Original Submission

Editor Decision Term	Total Decisions	Frequency of Decision	Average Time to Decision
Accept final	2	40%	701
Accept minor mods	3	60%	1.3
Total Editor Decisions	5	100%	281.2

Summary of Correspondence History

Summary of Correspondence History Summarizes all letters sent during the specified time period. Letter Purpose Letters Sent Ad-hoc from author 1 Assign Editor 16 27 Assign Reviewer Author invitation 1 Author Notice - Editor has been assigned 14 Author reminder overdue 2 Author Revision 2 24 Author Submission* Auto reminder 6

8

14

4

4

12

27 8

3

2

5

2

48

6

Delete submission
Discussion invite

Editor - remove submission

Notification to reviewer of editor decision

Editor Decision - Accept

Editor Decision - Reject Editor Decision - Revise

Other author confirmation

Reviewer agreed thanks with ical

Reviewer Notice - Assignment

General Purpose

PDF Built

Pub Accept Reviewer Accept

Reviewer Decline

Reviewer Thank You Reviewer Uninvited Notice

Reviews Complete Revision Submitted

Submission received

Welcome

Reviewer Performance Report

Reviewer Performance Report

Summary of all Reviewer activity for submissions and revisions received by the publication office between 01/01/2014 and 12/31/2014.

Page: 1 of 1 (11 total Reviewers)

Display 100 v results per page.

Reviewer		Board	Reviews In	Total	Outstanding			Un-invited Before	Terminated Before	Avg Days to	Avg Days	on	Submitted	Avg Days	Un-invited After	Terminated After	Avg #
Name	Role	Member	Progress	Invitations	Invitations	Agreed	Declined	Agreeing	Agreeing	Respond	Complete	Time	Late	Late	Agreeing	Agreeing	Reminders Sent
D Referee	Reviewer	No	0	2	0	1	0	0	1	0	0	0	0	0	1	0	0
E Reviewer	Reviewer	No	0	2	0	1	0	1	0	0	0	1	0	-14	0	0	0
Nora M. Shanahan, PhD	Reviewer	No	0	1	0	1	0	0	0	0	0	1	0	-14	0	0	0
Jo-Anne Sheehan, PhD	Reviewer	No	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0
Fred Author	Statistical Reviewer	No	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1
Bran Branson	Reviewer	No	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1
Catherine Brassac	Reviewer	No	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0
John Brown, Dr.	Reviewer	No	0	1	0	1	0	0	0	1	0	1	0	-14	0	0	0
Anton Heimann	Reviewer	No	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Brian G Lewis, MBCS	Reviewer	Yes	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0
Johan Redactie	Language Reviewer	No	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1

Editor Performance Report

Editor Assignment and Editor Decision Summaries

Editor Assignment Summary

This section includes all submissions this Editor was assigned to during the specified time period. Note that an Editor could have been invited prior to the start of the time period, but the invitation must have been accepted during the time period.

Total Number Assignments Number of submissions assigned to the Editor during the time period.	12
Pending Assignments Number of assignments that are pending for this Editor. This includes submissions in this Editors New Assignments folder, or are somewhere in the review cycle, or have been assigned to another Editor. An assignment is no longer considered pending once this Editor has started the decision process (See Decisions in Progress below).	7
Decisions Made All submissions assigned to this Editor during the specified time period, for which this Editor has completed his decision.	5
Terminated Assignments This is the number of assignments for which this Editor was terminated.	0

Editor Decision Summary

A separate table is displayed for each Revision Number. Total Decisions is the number of decisions made by this Editor during the specified time period. This Editor may have been assigned prior to the specified time period, but the decision must have been made during the time period to be included in the decision counts below. For example, assume the user entered a date range of 01/01/2003 - 01/31/2003 on the selection criteria page, and this Editor was assigned to a submission 01/30/2002 and made his decision on 2/15/2003. This would not be included in the result set, since the decision was not made in the time frame specified by the user. If this Editor does not have final decision-making authority, the decisions below may not be the final decisions for the manuscript.

Editors who assume responsibility for submissions where another Editor was unassigned will inherit all time and Reviewer statistics associated with that original Editor.

Initial Submissions

Editor Decision Term	Total Decisions	Frequency of Decision	Average Time to Decision	Without Peer Review
Accept final	2	40%	0	2
Accept minor mods	3	60%	0.3	1
Total Editor Decisions	5	100%	0.2	3

Editor Performance Report

Editor Performance Statistics

or Performance Statistics This section provides key indicators of tumaround time and Reviewer utilization for this Editor.	
Average Time from Assigned to First Reviewer Assigned (Initial Submissions)	
Average number of days between this Editor being assigned and the first Reviewer being assigned for initial submissions only. The calculation is based on Editor assignments during the specified time period. Note that the journal office may invite the Reviewer; it does not have to be this Editor who actually invites the Reviewer.	157.5
Average Time from Assignment to First Reviewer Assigned (Revisions)	
Average number of days between this Editor being assigned and the first Reviewer being assigned for revisions only. The calculation is based on Editor assignments during the specified time period. Note that the journal office may invite the Reviewer; it does not have to be this Editor who actually invites the Reviewer.	0
Average Time from Assignment to Subordinate Editor Assignment (All Submissions)	
Average number of days between this Editor being assigned and a subordinate Editor being assigned. This calculation is for initial submissions and revisions.	0
Average Number of Reviewers per Submission	
Average number of Reviewers assigned to each manuscript while this Editor was the handling Editor. The calculation is based on submissions where the Editors decision was made during the time period, and counts only reviews that were complete at the time the decision was made. It includes Reviewers who may have been invited by someone else (e.g. journal staff) while this Editor was the Handling Editor.	1
Total Number of Reviewers Utilized	
Total number of Reviewers who completed reviews on submissions this Editor made a decision on during the specified time period.	3
Number of Unique Reviewers Utilized	_
Total number of unique Reviewers who completed reviews on submissions this Editor made a decision on during the specified time period.	3
Time to Decision	
Average number of days from the time this Editor assumed responsibility for making the decision, to the date the decision was submitted. Calculation is based on decisions made by this Editor during the specified time period.	0
Total Number of Decisions Rescinded	
Total number of times a decision was rescinded for a submission this Editor had made a decision for. Calculation is based on the date the decision was rescinded (i.e. it is possible that the decision was made prior to the start of the specified time period, but the decision was rescinded during the specified time period).	0

General Data Export

General Data Export

- General Data Export reports allow you to extract the raw data from the Editorial Manager database. This is done by selecting an individual database table to be output and then optionally defining a simply query to select just the records you require
- The database tables are extracted into (e.g.) Excel where they can be manipulated
- Three useful tables not visible elsewhere; Letter Inventory (shows all letter templates in system) Admin Audit Trail Table, (who made that change) Log file for Imports (also for exports)

Letter Inventory

Table: Letter Inventory

Complete inventory of all letters in the system,

Description: setup by the journal in PolicyManager. The journal then defines which letters are sent to each User

Role in ActionManager.

Fields: Letter Purpose	Details
Letter File Name	Details
Letter Subject	Details
Unique Letter ID	Details
From Editor	Details
Letter Format	Details
Rich Text (HTML) Letter Template	Details
Text Letter	Details
Letter Custom Instructions	Details
Display CC List TextBox	Details
Display CC Editors Checkbox	Details
Display CC Reviewers Checkbox	Details
Display CC Co-Authors Checkbox	Details
Letter Family ID	Details

Admin Audit Trail Table

Unique	Operator	Proxy Operator ID	IP Address	GMT Timestamp	ASP Page Name	SQL Command	Other Text	Last modified DateTime
16749	1		89.204.137.14	11/12/2015 06:53:33		Command: dbo.usp UpdateArticleType @id: 36 @regionOfOriginPrefID: 0 @regionOfOriginRevSubPrefID: 0 @articleType: Special Article @rank: 8 @hidden: False @invited: False @articleTypeFamilyID: 1 @limitClassifications: 3 @limitMinimumClassifications: 9 @inmitMinimumClassifications: 9 @inmitMinimumClassifications: 9 @aysToReview. 14 @minNumberReviewsRequired: 2 @reviewerDaysToRespond: 7 @daysToReviewHevision: 7 @daysToReviseFirstReviseion: 14 @daysToReviseSubseqRevision: 7 @classPrefsNew: 0 @classPrefsRevised: 0 @keywordPrefsRevised: 0 @secKeywordPrefsNew: 2 @secKeywordPrefsRevised: 0 @secKeywordPrefsNew: 0 @classPrefsNew: 0 @classPrefsNew: 0 @classPrefsNew: 0 @commentPrefsRevised: 0 @requestedEditorPrefsNew: 0 @requestedEditorPrefsNew: 0 @abstractPrefsNew: 0 @abstractPrefsRevised: 0 @sectionPrefsNew: 0 @sectionPrefsNew: 0 @abstractImit@commonalInfoPrefsNew: 0 @sectionPrefsNew: 0 @abstractLimitUra@additionalInfoPrefsNew: 0 @shortTitlePrefsNew: 0 @shortTitlePrefsRevised: 0 @fullTitleLimitWordsOrChars: False @abstractLimitWordsOrChars: False @shortTitleLimit: 3 @abstractLimitWordsOrChars: False @shortTitleLimit: 3 @abstractLimitWordsOrChars: False @shortTitleLimit: 3 @abstractLimitWordsOrChars: False @shortTitleLimit: 3 @abstractLimitWordsOrChars: False @gespondToReviewersPrefsNew: 1 @suggestReviewersPrefsRevised: 1 @opposeReviewersPrefsNew: 2 @respondToReviewersPrefsNew: 2 @respondToReviewersPrefsNew: 2 @respondToReviewersPrefsRevised: 1 @autoPromoteAlternateReviewers: 1 @autoUninviteAuthors: False @autoPromoteAlternateReviewers: 1 @autoUninviteAuthors: False @autoPromoteAlternateReviewers: 1 @autoUninviteAuthors: False @autoPromoteAlternateReviewers: 1 @autoPromoteAlternateReviewers	Updating article type.	11/12/2015 01:53:33
16750	1		89.204.137.14	11/12/2015 06:53:34	ArticleTypeManager.cs	Command: dbo.usp_UpdateArticleFileType @articleTypeID: 36 @fileTypeID: 4 @required: Hidden @requiredForRev: Hidden @allowOfflineSubNew: Optional @allowOfflineSubRev: Optional @forReviewer: False @forPublisher: False @includeInWebFirst: False	Updating item type requirements for article. RequiredForNewSubmission=Hidden RequiredForRevision=Hidden AllowOfflineSubmissionNew=Optional AllowOfflineSubmissionNewsion=Optional ForReviewer=False ForPublisher=False IncludeInWebFirst=False	11/12/2015 01:53:33

Log File for Imports

Log File ID	Log File Name	Log File Content.	Log File Type ID	Exception Count	Transaction Attempts Count	Date created
39	afab-a4f2bfd64d32		14	0	1	03/04/20 06:08:55
40	2e9c42c5- b37b-4564-832e- 8a75fb47cf44	Starting Production Task Import Process — Parameters: ID: 2e9c42c5-b37b-4564-832e-8a75fb47cf44 PRODUCTION-TASK-ID: 2e9c42c5-b37b-4564-832e-8a75fb47cf44 PRODUCTION-TA	15	0	1	03/04/20 06:17:09

Custom Reports

• • •

Custom Reports

- To enable users to extract data from the EM database tables easily with no technical knowledge Aries have supplied options of pregrouped tables
- The Custom Report option allows you to create your own report templates that can be saved and run whenever needed. They can be displayed on the screen and output to a file for manipulation outside of EM

Custom Reports Views

- Author Information
- Authors & Personal Identifiers
- Authors & Submissions (Note: this gives multiple records per submission; one per revision)
- Custom Metadata Identifiers Information
- Editors & Submissions
- Manuscript and Keywords
- Manuscript Status History
- Manuscripts & Classifications
- Merge Duplicate User Audit Trail
- People & Address (Note: People with Alternate Addresses will appear twice in the results)
- People & Classifications
- People & Keywords
- People & Personal Identifiers
- Review Questions and Responses
- Reviewers & Submissions
- Schedule Group Production Tasks (Production Tracking users only)
- Schedule Groups Table of Contents and Headers (Production Tracking users only)
- Schedule Groups (Production Tracking users only)
- Submission Production Tasks (Production Tracking users only)
- Submission Production (Production Tracking users only)
- Submissions & All Authors Questionnaires
- Submissions & Author Questionnaires

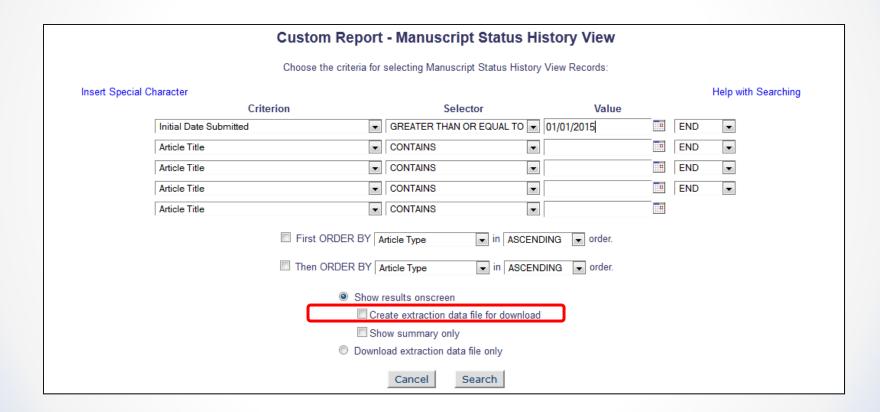
Manuscripts by Final Decision - select view

Create Custom Report
Choose a view.
Table: Manuscript Status History View ▼
Cancel Submit
Get more help about Editorial Manager database Views and their contents.
Back to Reports Back to Main Menu

Manuscripts by Final Decision – select fields



Manuscripts by Final Decision – select search criteria



Manuscripts by Final Decision – search results displayed

	Download the Data File			
Downloa	ad the data file in Unicode form	at - UTF-8		
Page: 1 of 1 (107 total records searched) Display 500 results per page.				
Article Type	Final Disposition Term	Manuscript Number	Final Decision Term	
Manuscript	Reject	JPRS38	Reject	
Research Article	Accept	BLTRIAL-D-02-00016	Accept final	
Research Article	Accept	BLTRIAL-D-02-00020	Accept final	
Research Article	Accept	BLTRIAL-D-02-00024	Accept final	
Manuscript	Accept	JPRS82	Accept final	
Manuscript	Accept	JPRS92	Accept final	
Research Article		BLTRIAL-D-02-00030	Accept final	
Research Article	Accept	BLTRIAL-D-03-00003	Accept final	
Research Article	Reject	BLTRIAL-D-03-00015	Reject	
Research Article	Accept	BLTRIAL-D-03-00018	Accept final	
Research Article	Accept	BLTRIAL-D-03-00037	Accept final	
Invited paper	Accept	BLTRIAL-D-04-00025	Accept final	
Research Article		BLTRIAL-D-04-00007	Accept final	
Research Article	Accept	BLTRIAL-D-04-00055	Reject	
Research Article	Accept	BLTRIAL-D-05-00019	Accept final	

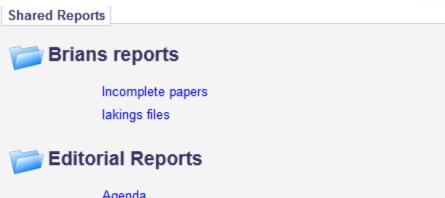
Same Report Different Interface!

Enterprise Analytics Reporting

Create Report

Get more help about database tables and their contents

Get more help about Views and their contents



Agenda

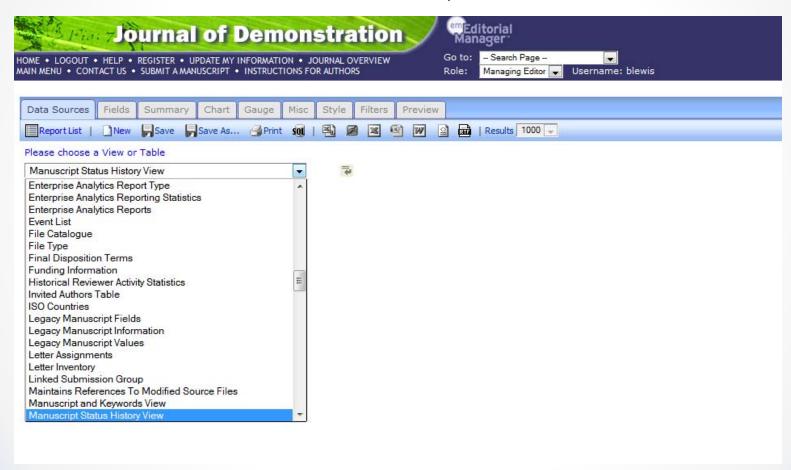
BGL Status of Submissions Received in selected timeframe



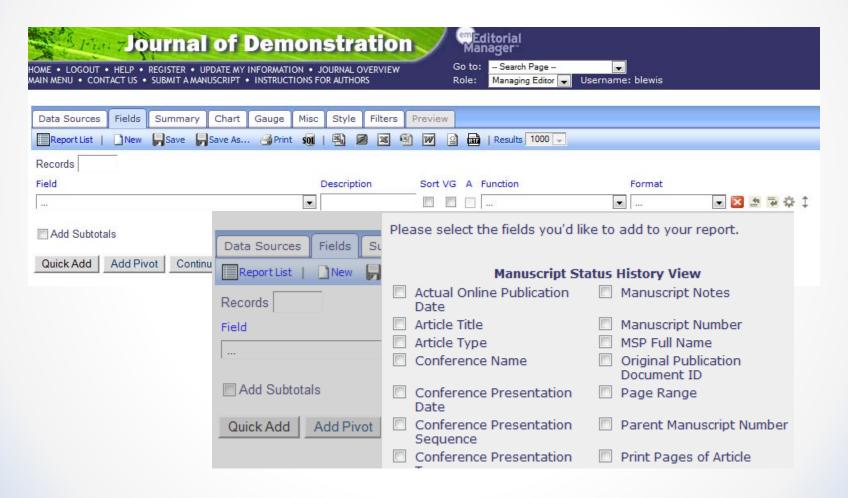
JoD Production Pipeline

Submission Turnaround Times - Production MSC edit

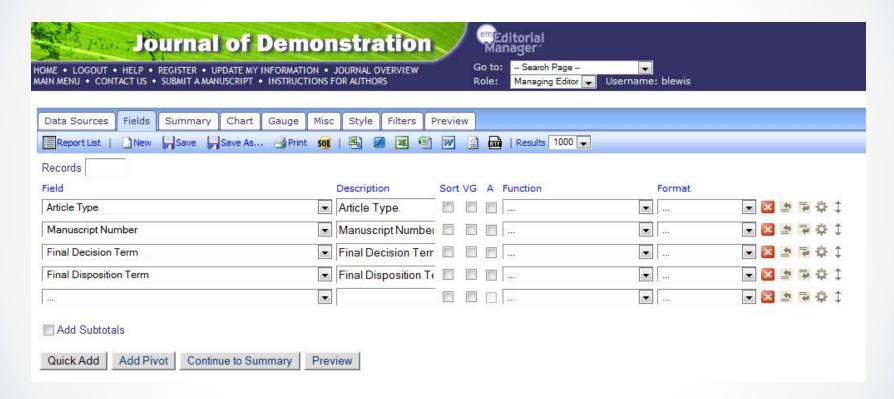
Choose View/Table



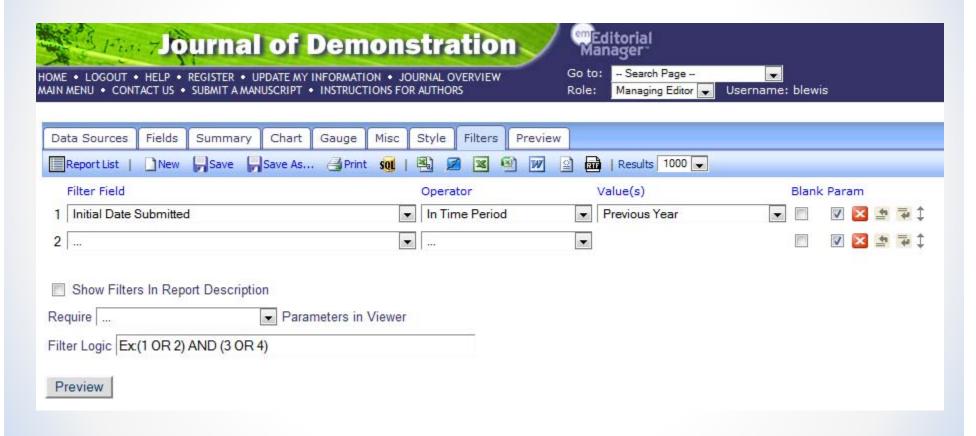
Select Fields



Fields Selected



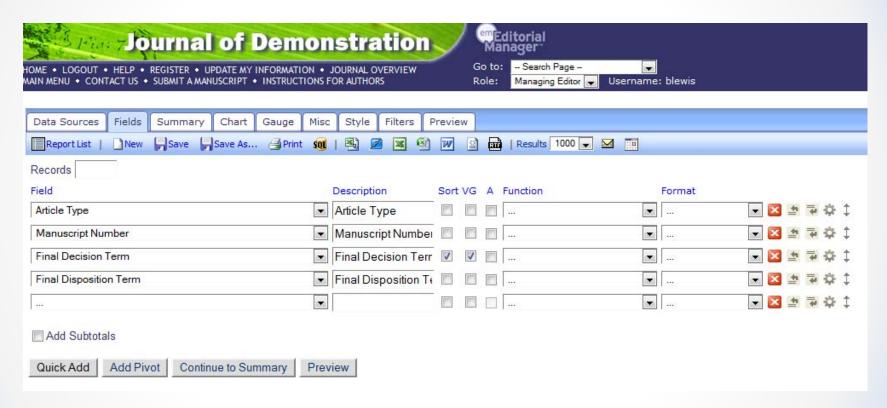
Apply Filter



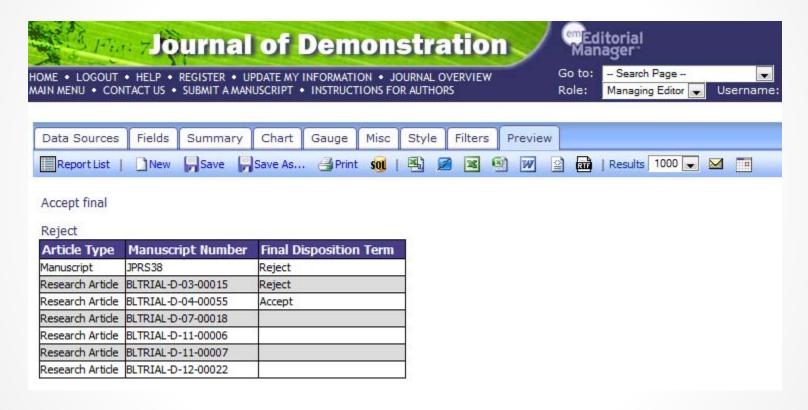
Preview Results



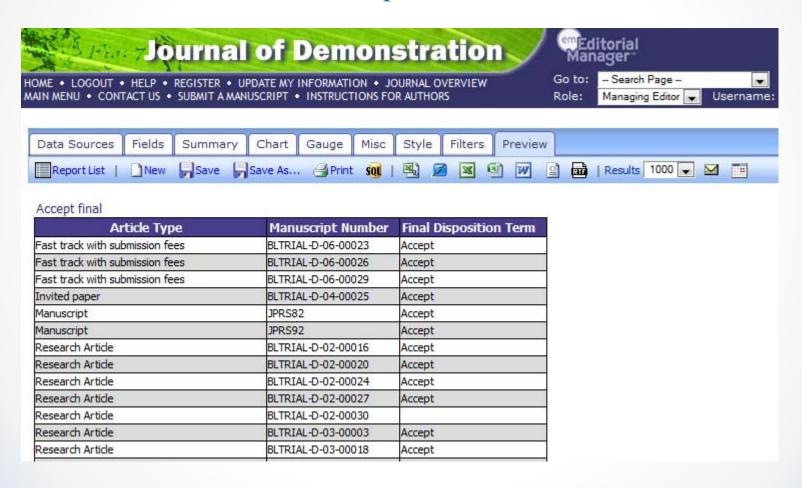
One Change – Group by Decision Term



Click to Expand



Expanded



Questions?