



*Welcome to*  
**EMUG 2016**

 Editorial Manager®  ProduXion Manager®

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Publish Faster. Publish Smarter.

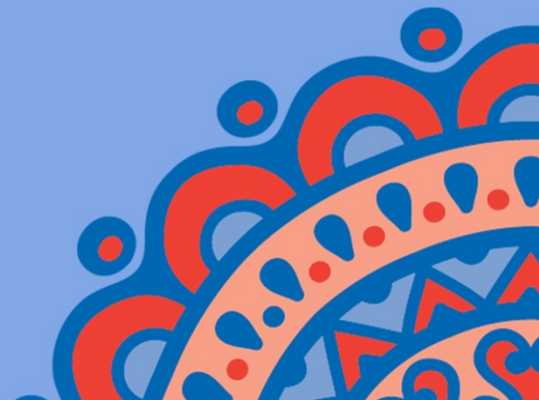
# ProduXion Manager

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# ProduXion Manager

Reporting



# Contents

- Useful Tables and Views
- Establishing Desired Results
- Default EAR PM Reports
- Alternative Reporting
- Custom Reports in EAR

# Useful Tables and Views

# Production Related Reporting Tables

General Data Export and Enterprise Analytics Reports:

Schedule Groups Production Task Assignments Table  
Schedule Group Production Tasks

Schedule Group TOC  
Schedule Group TOC Headers  
Schedule Groups

Submission Production Task Assignments Table  
Submission Production Tasks Table

Useful Tables – Document Table, People Table

# Production Related Reporting Views

Custom Reports and Enterprise Analytics Reports:

Schedule Groups Production Task View

Schedule Group TOC and Headers View

Schedule Groups View

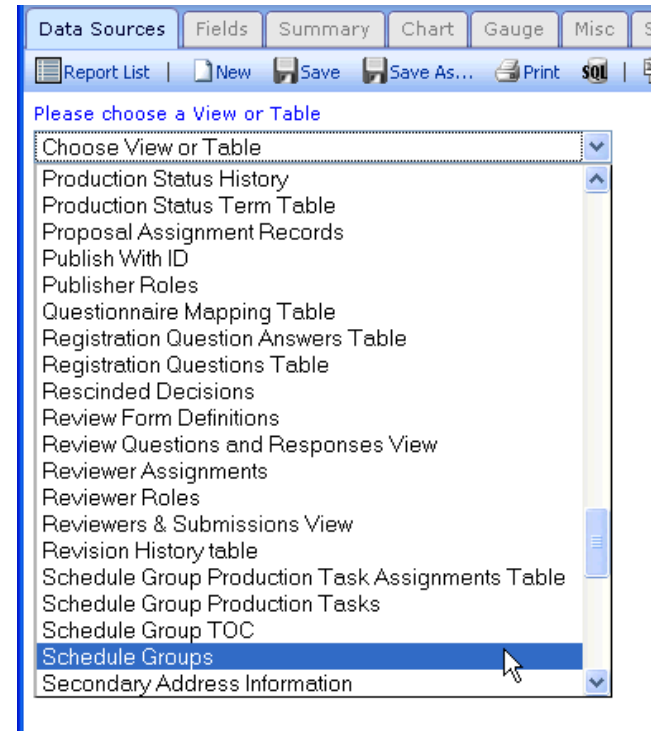
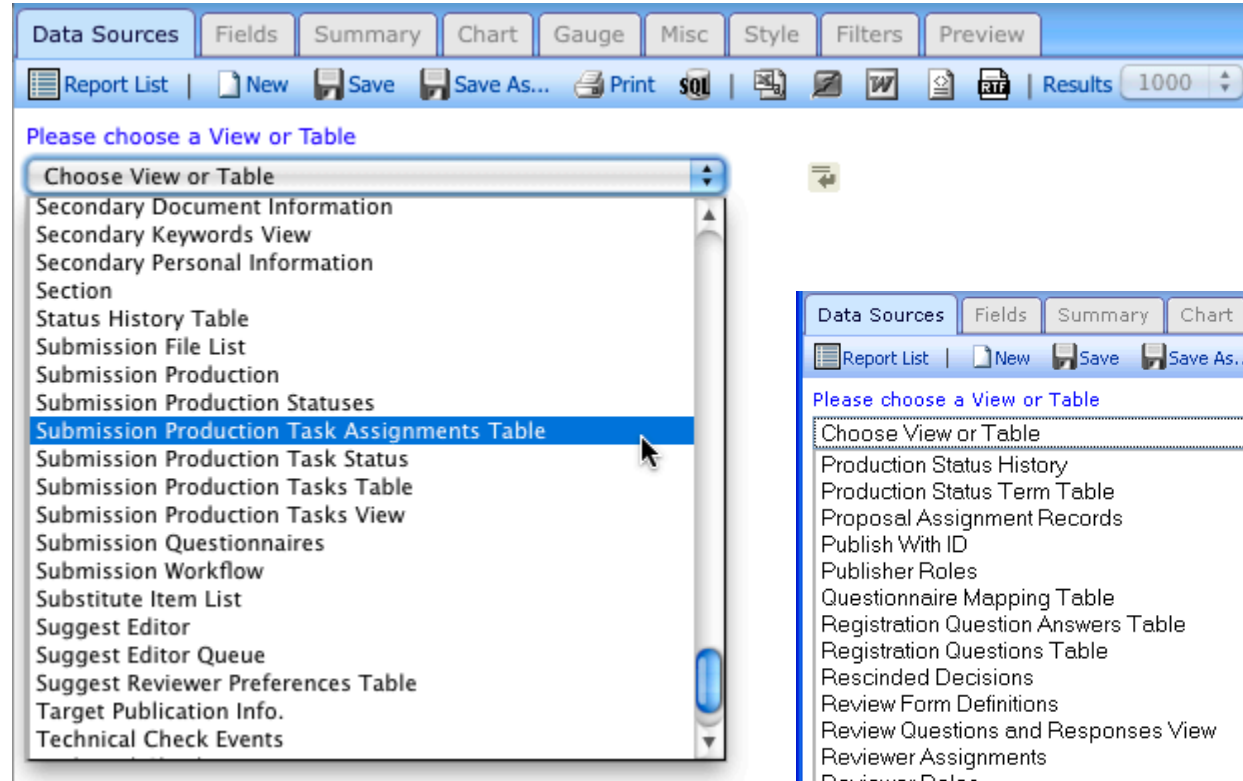
Submission Production Tasks View

Submission Production View

Production Task Questionnaire View

Useful View – Manuscript Status History View

# Choosing Tables and Views in Enterprise Analytics Reporting





# Schedule Group Production Tasks View

Provides information on all Schedule Group Production Tasks

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

Available in Custom Reports and EAR reports

For general Schedule Group information, use the Schedule Groups View

# Schedule Group Production Tasks View - example

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

## Schedule Group View

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

Also includes calculated/totals fields for current counts

Returns one row per Schedule Group

Available in Custom Reports and EAR reports

For SG Task info, use Schedule Group Production Tasks View

# Schedule Group View - example

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

# Submission Production View

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

Returns one row per submission

Available in Custom Reports and EAR reports

# Submission Production View - example

## Vol:

### Issue:

#### Issue Description:

TOC #▲	Manuscript Number	DOI	Submitted	FD Set	First into Prod.	Schedule Slip	pp.
			9/5/2012		9/5/2012	0	0
	cssc*		7/4/2011	7/4/2011	7/4/2011	0	0
						<b>9/5/2012</b>	<b>0 0</b>

## Vol: 1

### Issue: 1-2

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

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

## Issue: 3

#### Issue Description: 1(3) - Mar 2013 Issue

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

# Establishing Desired Results

To see or not to see...

## Picture this...

“I want a report on all papers in production”

- Submission Production Task Assignment Table/Submission  
Production Tasks View

Some papers wont show up – no tasks assigned

Some papers will show multiple times – multiple tasks

- Submission Production View

This will give one result per paper

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

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



# Default EAR PM Reports

Work smarter not harder...

# Default Reports

## Standard Reports

### Editorial Reports

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

### Production Tracking Reports

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

## Cross-Publication Standard Reports

### Cross-Publication Editorial Reports

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

### Cross-Publication Production Tracking Reports

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

# EAR – Default Production Tracking Reports

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

# Avg. Days to Complete Production Tasks

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

# Results Page – Date Criteria

The screenshot displays a filter configuration interface with the following elements:

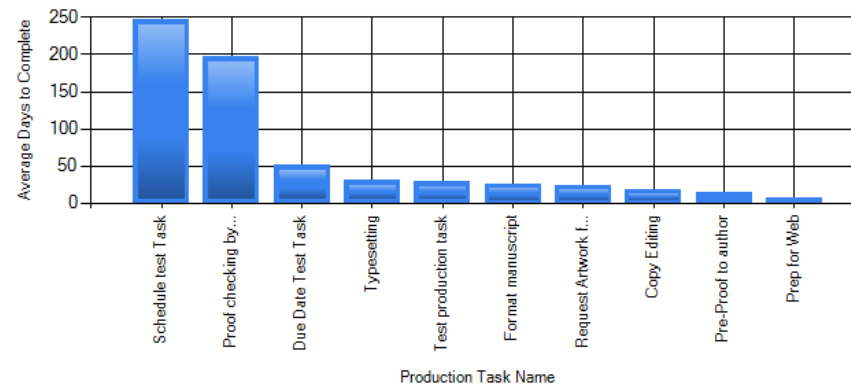
- Filter Fields:** A table with columns for Filter Field, Operator, Value(s), and Blank. Row 3 is filled with 'Submission Production Task Assignment Stop Date', 'In Time Period', and 'In The Past'. Row 4 contains empty dropdown menus.
- Value(s) List:** A dropdown menu is open, listing various date criteria: Current Quarter, Previous Quarter, Current Year, Previous Year, Current Month, Previous Month (highlighted), Current Week, Previous Week, Today, Yesterday, In The Future, In The Past, Next & Last 30 Days, Last 30 Days, and Last 7 Days.
- Options:** A checkbox for 'Show Filters In Report Description' is unchecked. A 'Require' dropdown is set to 'Parameters in Viewer'. A 'Filter Logic' field contains the expression 'Ex: (1 OR 2) AND (3 OR 4)'.
- Description:** Text below the filter logic reads: 'Displays the mean time taken to complete tasks, for tasks completed in the specified time period.'
- Chart:** A bar chart titled 'Slowest Task Types' is partially visible at the bottom, with a y-axis labeled 'Days to...' and values 150.00, 200.00, and 250.00.

# Results Page – slowest tasks

## Average Days to Complete Production Tasks in selected timeframe

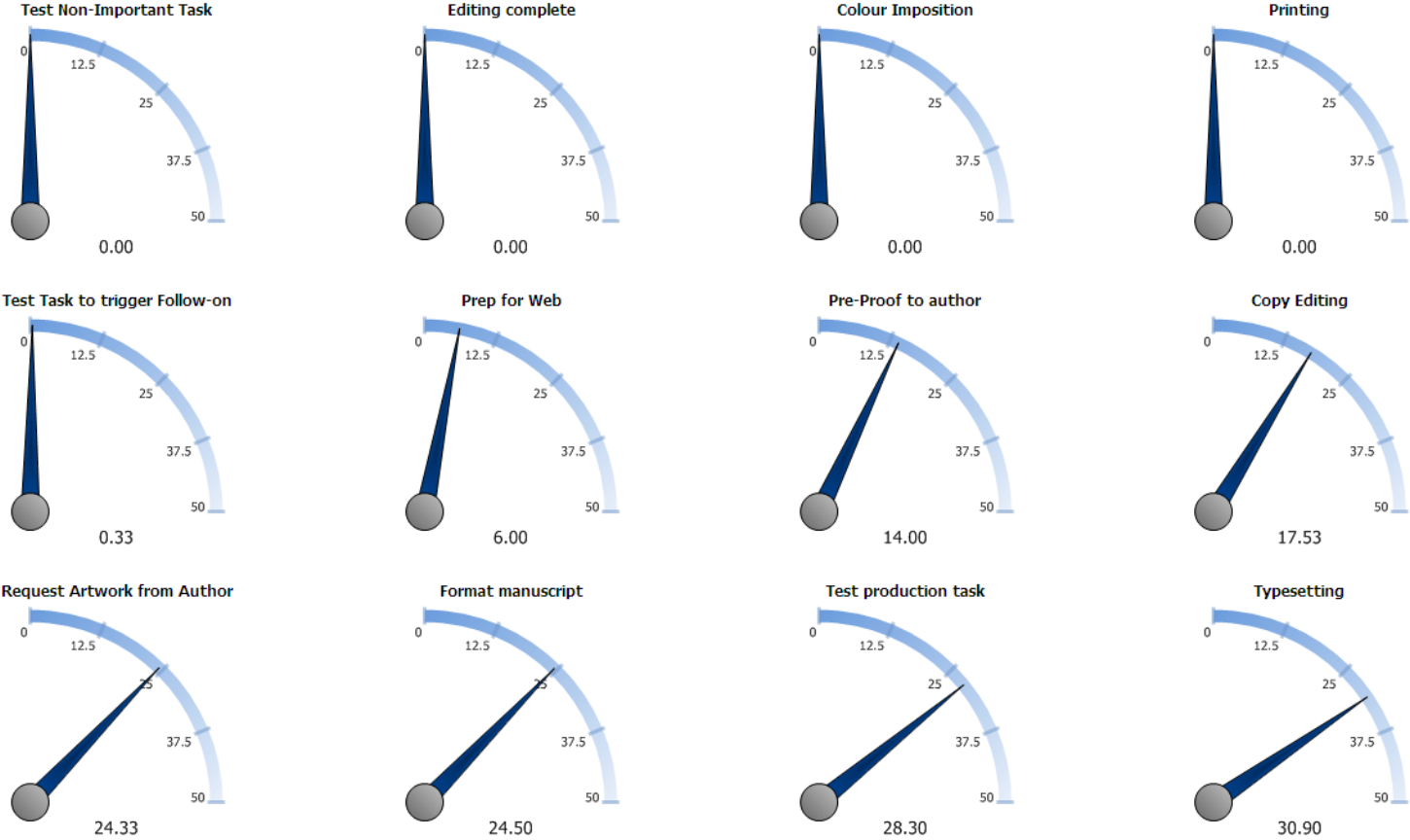
Displays the mean time taken to complete tasks, for tasks completed in the specified time period.

### Slowest Task Types



# Results Page – Fastest Tasks

## Fastest Task Types



# Results Page – Detail Report

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



# Submission Turnaround Times - Production

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

# Results Page

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

# Alternative Reporting

Reminders, Searches and Downloads

# Reminder Reports

## Reports

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

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

# Choose Criteria

## Productions Tasks Reminder Report

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

Select Production Task:

Select Schedule Group:

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

- Author
- Assistant Editor
- Assistant Editor
- Copy Editor

Using the above selections:

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

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

Article Type:  [Select All](#)  
 A new article type [Clear All](#)  
 Letter to the Editor  
 Commentary

Section/Category:  [Select All](#)  
 American Behaviour [Clear All](#)  
 American Institutions  
 Comparative

# Results and Reminders Page

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

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

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

Page: 1 of 1 (3 total submissions)

Display  results per page.

[Send Reminders](#)

# Searching

Permissions and the Power Grid


# Role Manager



Training and Demo Site



Role: Super User (all access)

 [ROLEMANAGER](#) • [ACTIONMANAGER](#) • [POLICYMANAGER](#) • [ADMINMANAGER](#) • [ADMINISTRATION HELP](#)

## RoleManager

---

[Author Role](#)

[Reviewer Role](#)

[Editor Role](#) 

[Publisher Role](#)

## RoleManager

Listed below are the roles that are currently defined for Editors. You may Add new roles or Remove or Edit existing roles. You can also create a new Editor Role by copying an existing role. When you Copy an Editor Role, all options in Editor RoleManager and related configuration options (e.g. Editor Forms, Manuscript Rating Questions, ActionManager letters, etc.) are carried over to the new role. Be sure to enter a unique Role Name and make sure all settings pertaining to the new role are correct, as the new role will be available for selection on pages where Editor Roles are displayed as soon as the Edit Role Definition page is submitted.



Managing Editor	<a href="#">Remove</a> <a href="#">Edit</a> <a href="#">Copy</a>
Editor (by invitation)	<a href="#">Remove</a> <a href="#">Edit</a> <a href="#">Copy</a>
Editorial Assistant - with tech check	<a href="#">Remove</a> <a href="#">Edit</a> <a href="#">Copy</a>
Super User (all access)	<a href="#">Remove</a> <a href="#">Edit</a> <a href="#">Copy</a>
Editor-in-Chief	<a href="#">Remove</a> <a href="#">Edit</a> <a href="#">Copy</a>
Editor (by assignment)	<a href="#">Remove</a> <a href="#">Edit</a> <a href="#">Copy</a>



# Permissions

**General Searching and Viewing**

Use Editorial Details Layout

Search All Manuscripts

Search Only Assigned Manuscripts

Share Saved Searches

**Administrative and Reporting Functions**

System Administration Functions

Unrestricted Access

Restricted Access

Produce Reports

Schedule Reports

Create Automated Reviewer Reminders

Send Reviewer Reminders

Send Editor Reminders

Create Automated Author Revision Reminders

Create Automated Author Transfer Reminders

Send Author Reminders

Restrict Reminder Reports to Assigned Submissions

The image shows a permissions configuration window. Red arrows point to the following items: 'Search All Manuscripts', 'Share Saved Searches', 'Produce Reports', 'Schedule Reports', 'Create Automated Reviewer Reminders', 'Send Reviewer Reminders', 'Send Editor Reminders', 'Create Automated Author Revision Reminders', 'Send Author Reminders', and 'Restrict Reminder Reports to Assigned Submissions'.

# 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:

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

(	Criterion	Is/Is not	Selector	Value	)
<input type="checkbox"/>	Manuscript Number	is	Contains		<input type="checkbox"/>
	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				

**Help with Searching**

- Use the Value Options to select values for the search criteria.
- The required criteria are marked with a red asterisk.
- You must enter a value for each required criterion, the value is case sensitive.
- If you combine criteria, the search is performed in the order specified.
- You can check the "Advanced Criteria" box to use the advanced search criteria.

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.  
je.  
fied" Selector.

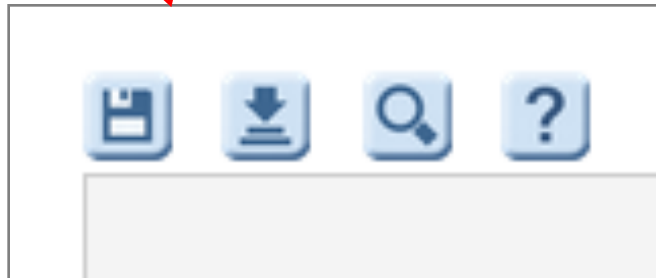
# Results

Quicklinks

**Search Submissions - Search Results**  
Initial Date Submitted is greater than or equal to '05/01/2016'

Page: 1 of 1 (2 total submissions) 1 10 results per page.

Action	Manuscript Number	DOI	Author Name	Article Title	Article Type	Short Title	Keywords	Classification	Current Status	Status Date	Initial Date Submitted	Review Status
<a href="#">Action Links</a> (32%) (23%)	WEBDEM-D-16-00010		Dianne Gullo	EMUG 2016 Boot camp submission	Original Study	Boot camp 2016	EMUG;boot camp;	20: Second Major T 40: Training and Ed	Editor Invited	May 20, 2016	May 19, 2016	1 Complete 1 Agreed (more...)
<a href="#">Action Links</a> (59%)	WEBDEM-D-16-00011		Mike DiNatale	Test	Editorial				Manuscript Submitted	Jun 09, 2016	Jun 09, 2016	

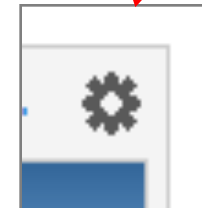


Save Search  
Download  
Search Again  
Help Video

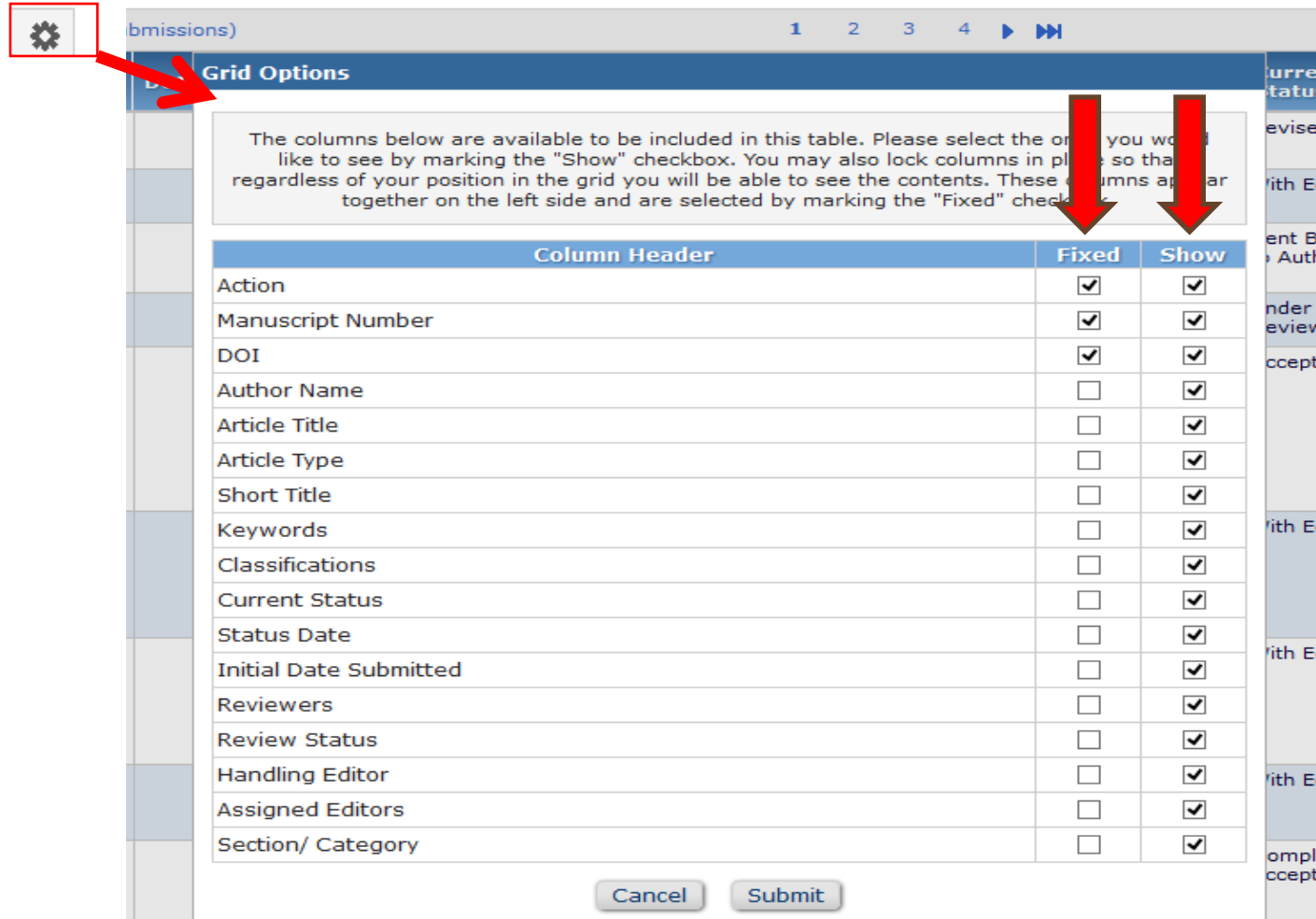
**Review Status**

1 Complete  
*Mike Di Natale, n/a - Minor Revision*  
2 Total Required

1 Agreed  
*Jack Jia, NA*  
Due: Jun 21, 2016



# Power Grid Options



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

Column Header	Fixed	Show
Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manuscript Number	<input 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

# Multiple Criteria

**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

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

(	Criterion	Is/Is not	Selector	Value	)	
	<input type="text" value="Initial Date Submitted"/>	is	Greater Than Or	12/01/2015		Remove
	<input type="text" value="Section/Category Name"/>	is	Equal To	<input type="text" value="Invited Editor Section"/>		Remove
						Add

The screenshot shows a search criteria configuration interface. A red arrow points to the left side of the criteria table. Another red arrow points to the 'Value Options' link above the table. A third red arrow points to the dropdown menu for the second criterion, which is currently open and showing options like 'Invited Editor Section', 'Clinical Section', 'Epidemiology Section', and 'Conference'. A fourth red arrow points to the 'Advanced Criteria' link above the table.

# Manage Schedule Groups and AMD's


## Scheduling

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

## PolicyManager Main Menu

[Expand All](#)   [Collapse All](#)

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

Order	Description	Associated with Flag	Actions
<input type="text" value="1"/>	Fast Track	 Expedited	<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="2"/>	Press Release Candidate	* Supplement Article Possibility	<a href="#">Remove</a> <a href="#">Edit</a>

# Configuration of AMD's

Field Description: [Insert Special Character](#)

Fast Track

Maximum 256 characters

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

Display Field for All Article Types

Display Field for Selected Article Types

- Original Research
  - Commentary
  - Letter to the Editor
  - Editorial Focus
- [Select All](#) [Clear All](#)

*On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, hold down the 'Command' key while using the mouse to select the desired items.*

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

# Display for Edit Group Details


[Expand All/Collapse All Additional Manuscript Details](#)   [Download Table of Contents](#)   [Download Table of Contents in UTF-8 Format](#)

**Table of Contents**

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

Opening September 2008 Issue (Copy).tab

You have chosen to open:

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

What should Firefox do with this file?

**Open with**   Microsoft Office Excel ▾

Save File



# Custom Reports in EAR

Blank slate or a modification?

# Select Data Source

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

Report List | New | Save | Save As... | Print | SQL | PDF | Word | RTF | Results 1000

Please choose a View or Table

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

# Select Fields

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

**Submission Production Tasks View**

<input type="checkbox"/> Actual Print Pages of Article	<input type="checkbox"/> Manuscript Number
<input type="checkbox"/> All Authors	<input type="checkbox"/> Parent Manuscript Number
<input type="checkbox"/> Article Title	<input type="checkbox"/> Production Notes
<input type="checkbox"/> Article Type	<input type="checkbox"/> Publication Charges Status
<input type="checkbox"/> Author Stop Date	<input type="checkbox"/> Publish With ID
<input type="checkbox"/> Black and White Image Count	<input type="checkbox"/> Revision Number
<input type="checkbox"/> Color Image Count	<input type="checkbox"/> Schedule Group Description
<input type="checkbox"/> Conference Name	<input type="checkbox"/> Schedule Group Target End Page
<input type="checkbox"/> Conference Presentation Date	<input type="checkbox"/> Schedule Group Target Online Publication Date

Records

Field

Add Subtotals

A red arrow points to the 'Quick Add' button.

# Select Fields

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

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

Records

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

Add Subtotals

Quick Add Add Pivot Continue to Summary Preview

# Add Filter

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

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

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

Show Filters In Report Description

Require  Parameters in Viewer

Filter Logic

Preview

# Results and Reminder!

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

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

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

## Send Report by E-mail

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

Letter Subject:

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

Letter Body:

# Automated Reminder

Close

## New Delivery Schedule for this report

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

Save Delivery Schedule and Customize Letter

## Saved Delivery Schedule and Letters for this Report

There are no saved delivery schedules for this report

# Automated Reminder

## New Delivery Schedule for this report

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

Save Delivery Schedule and Customize Letter

## Saved Delivery Schedule and Letters for this Report

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

Schedule Description	Frequency	Number of Remaining Deliveries	Most Recent Delivery Date	Next Scheduled Delivery Date	Actions
Production Task Report	Daily	1		01/12/2016	<a href="#">Edit</a> <a href="#">Remove</a>

Close



# Questions?