

CONFIDENTIAL AND PROPRIETARY

Release Notification

emEditorial Manager® pmProduXion Manager®

cmCommerce Manager[™]

Editorial Manager/ProduXion Manager 12.2 Gamma Release Notification 12/08/2015 Draft – Subject to Change

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Document Change Log

Date	Version	Change
10/16/15	Beta Release	Beta version
11/23/2015 12/8/2015	Gamma Release	Gamma Version *Updates to screenshots *Clarified text

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GENERAL ENHANCEMENTS

Replace Editor in the Chain

In EM version 12.1, a submission may be passed through several Editors in a 'chain'. The Editor Chain is created when a submission is assigned to an Editor who in turn, assigns the submission to a lower-level Editor. If an error is made during the assignment, each Editor may be unassigned individually in the reverse order in which they were assigned. If there are several Editors assigned below the erroneous Editor, each lower Editor assignment must be unassigned before an Administrator can correct the chain.

New in EM version 12.2, Editors and Administrators with appropriate permissions may replace or remove an Editor located in any position in the current Editor Assignment Chain for the current version of a submission, subject to conditions related to the state of the submission.

Depending on the logged-in user's *RoleManager* permissions, an Editor assignment can be removed from the chain or replaced by an Editor with a different Editor Role where:

The Editor being modified has NOT made or saved a decision AND one of the following applies:

- There are no unprocessed reviews (invitations, open reviews, or reviews that were submitted after the last complete decision was made) and:
 - One "Good Decision" (a complete decision that has not been skipped or terminated) has already been submitted
 - Another Editor in the chain has "Make a Decision" permission
- 4 OR all Reviewer assignments have been processed
- OR there are unprocessed Reviewer Assignments AND there is at least one open Editor Assignment with "Make a Decision" permission.

NOTE: Replacing an Editor in the chain is not dependent on the method by which the Editor was assigned. Publications using Suggest Editor, Assign Editor Chain, individual assignment, individual invitation, and Direct-to-Editor assignments may use this feature.

To achieve this functionality, two new sub-permissions are added to the 'Unassign Myself' permission in Editor *RoleManager*: 'Unassign Subordinate Editors' and 'Replace Editor'.

- The 'Unassign Subordinate Editors' permission allows an Editor to remove his/her Editor Assignment or the Assignment(s) of lower level Editor(s).
- The 'Replace Editor' permission allows an Editor to switch his/her own assignment (or that of a lower level Editor if the user also has "Unassign Subordinate Editors" permission) to another Editor.

The existing permissions of 'Unassign Other Editors' in conjunction with the 'Assign Editor' permission will allow users to remover or replace Editors anywhere in the chain (provided the submission is in a state that allows this).

Additionally, the 'Unassign Editor' action link will now be more widely available for Editors with 'Unassign Other Editors' and/or 'Unassign Myself' permission. The link will now display consistently for a submission when the Final Disposition has not been set so long as the logged-in Editor has 'Unassign Other Editors' permission or has 'Unassign Myself' permission and is in the Editor Chain.

NOTE: If the logged-in user meets the above requirements but the submission is being edited, the 'Unassign Editor' action link will not be available.

To replace or remove an Editor from the Editor Chain, the Editor clicks the 'Unassign Editor' Action Link. The Editor is presented with the current Editor Chain and the actions available depend on the logged in user's permissions and the condition of the submission. The instructions on the left sidebar of this page may be customized in *PolicyManager*.

Sample Modify Editor Chain interface

Modify Editor Chain		Step	Assigned Editor	Role		New Editor	
/iew Reviews and Comments	Ŵ	Editor 1	Sally Editor Managing Editor	Managing Editor	×	None Selected	~
Aanuscript Number:	ti di la constante di la const	Editor 2	David Editor Section Editor	Section Editor	v	None Selected	~
ALLYDEV120-D-15-00015	th I	Editor 3	Michael Editor Associate Editor	Associate Editor	v	Editor Search	
ssignment Chain the current Editor Assignment thain is displayed. You may emove an Editor by clicking the delete icon or may replace n Editor for a particular step the Chain. To confirm elections and Send Default etters' or 'Confirm Selections nd Send Custom Letters'. The ystem will update Editor signments as needed and		Can	cel Confirm Selections and Send De	fault Letters	nfirm Selections and Se	ind Custom Letters	

From this page, Editors may click the trashcan icon to simply remove an Editor or use the 'Role' and 'New Editor' drop down lists to select a replacement for one or more Editors. Once a valid change to the Editor Chain has been made, the Editor may proceed to send the notification letters. The 'Details' page will show the Editor replacement information: *Partial* Details *page, showing Editor replacement information* – *highlighted in pink text for reference only*

Editors	Top
John David Smith 🕅 [Proxy] (Replaced Sally Editor)	
Managing Editor	
Sep 29 2014 12:25PM	
0	
Jackson Browne 🏹 [Proxy] (Replaced David Editor who replaced Don Henley)	_
Section Editor	
Sep 29 2014 12:25PM	
0	
	John David Smith V [Proxy] (Replaced Sally Editor) Managing Editor Sep 29 2014 12:25PM 0 Jackson Browne V [Proxy] (Replaced David Editor who replaced Don Henley) Section Editor Sep 29 2014 12:25PM

A new merge field - **%EDITOR_REPLACEMENT%** - is added for use in Unassign Editor workflows that will insert the name of the Editor being replaced as well as his/her replacement into letters in the 'Invite/Assign/Unassign Editor' letter family.

TO CONFIGURE:

Publications that wish to allow Editors to use the new Editor replacement functionality must enable any of the following permission combinations:

- 'Unassign Other Editors' + 'Assign Editor' This combination will allow users to unassign and replace unassigned Editors with new selections. Editors with this permission do not need to be in the Editor Chain.
- 'Unassign Myself' + 'Replace Editor' This combination will allow users to remove their own assignment and replace themselves with another Editor.
- 'Unassign Myself' + 'Unassign Subordinate Editors' + 'Replace Editor' This combination allows the logged-in user to remove their own assignment and assignments in the chain below him/her and replace the unassigned Editors with new selections.

NOTE: Editors with permission to 'Unassign Myself' and 'Unassign Subordinate Editors' without the 'Replace Editor' permission will only be able to remove their own assignment and assignments below them in the Editor Chain.

Sample Editor RoleManager showing the new sub-permissions of 'Unassign Mysel
Editor Assignment
Receive Assignments in 'New Assignments' Folder
Receive Assignments without Invitation
O Receive Invitations for Assignments
Always Use Search-based selection for Editor Chain Assignment / Replacement (i.e. if not Applied Automatically by System)
Assign Editor
Redirect to Other Editor (and be removed from Editor Chain)
✓ Change Corresponding Editor
Blind Editor
✓ Unassign Other Editors
✓ Unassign Myself
Unassign Subordinate Editors
Replace Editor
Reviewer Invitations
✓ Invite Reviewers

To configure the instructions shown on the left sidebar of the 'Modify Editor Chain' page, go to 'Edit Instructions on the Modify Editor Chain Page' link in PolicyManager.

Sample part of PolicyManager

🗆 Que	stionnaire Policies
	Create Custom Questions
	Create Questionnaires
	Edit Co-Author Questionnaire Instructions
⊟ Add	litional Data Policies
	Add/Edit Additional People Detail Fields
	Add/Edit Additional Manuscript Detail Fields
	Edit Additional Invitation Details
🗉 Edit	or Assignment Policies
	Set Editor Assignment Options
	Define Editor Assignment Chain Templates
_	Set Editor Rotation Participants
	Edit Instructions on Modify Editor Chain Page
	Configure Automated Summary Reminders

After clicking the link, the user will be able to enter custom text to be displayed when an Editor is modifying the Editor Chain:

Enter the instructions that ye	ou would like to appear when the Modify Editor Chain page is displayed.	
	Cancel Submit	
Page	Instructions	
Modify Editor Chain	Insert Special Character	
	The current Editor Assignment Chain is displayed. You may remove an Editor by clicking the delete icon or may replace an Editor for a particular step in the Chain. To confirm changes, click 'Confirm Selections and Send Default Letters' or 'Confirm Selections and Send Custom Letters'. The system will update Editor Assignments as needed and send the selected letters.	$\langle \rangle$
	View Default Instructions Revert to Default Instruct	ion

Proxy Registration Enhancements

In EM/PM version 12.1, the fields presented to Editors when proxy registering a new user are based on the fields configured for self-registration – for example, if a field is configured as "Hidden" for self-registration, it is not displayed to Editors when proxy registering a new user. Also, if a field is defined as "Required" for self-registration, it is displayed during the proxy registration process in red text with an asterisk as if it were required; however, the requirement is not enforced for Editors and they can successfully proxy register a new user without supplying complete information.

New in EM/PM version 12.2, a new 'Configure Proxy Registration' page is added to *PolicyManager* so publications can create a separate set of criteria collected during proxy registration. Additionally, the selected fields configured for proxy registration may be configured to be required so proxy registered users aren't entered into the system with incomplete information.

NOTE: The new 'Configure Proxy Registration' page may not be available for publications that have some of the existing "behind-the-scenes" proxy registration security features in place. Your Aries Account Coordinator will be able to let you know if this feature is applicable.

Additionally, publications can now configure the suppression of the Register and Send Letter button so the Editor does not have the option to send a notification letter to the proxy registered user.

TO CONFIGURE:

Access the new 'Configure Proxy Registration' page in *PolicyManager* under the 'Registration and Login Policies' subheading. Similar to the existing 'Edit Registration Fields', an Administrator may choose which registration fields to require or hide during proxy registration. From this page, the proxy registration instructions may also be customized and the publication can choose whether the 'Register User and Send Letter' button is displayed for 'Register and Select New Reviewer' and 'Register and Invite Author'.

Sample 'Configure Proxy Registration' page in PolicyManager

Configure Proxy Registration

This page is used to configure the 'Proxy Registration', 'Register and Select New Reviewer' and 'Register and Invite New Author' pages. You may configure whether or not the 'Register User and Send Letter' button is displayed, which fields the Editor will be forced to complete and the instructions that are displayed on the page. When you have made your selections please click 'Submit'.

Display 'Register User and Send Letter' Button

Select the checkbox to display the 'Register User and Send Letter' button on the Proxy Registration page. When a checkbox is not selected, the 'Register User and Proceed' button is displayed and when the Editor selects the associated ink, the option to send the letter associated with the 'Proxy Register New User' event in ActionManager is no longer available on the proxy registration page.

☑ Register and Select New Reviewer link from the Reviewer Selection Summary Page show the 'Register User and Send Letter' button ☑ Register and Invite New Author link from the Author Selection Summary Page show the 'Register User and Send Letter' button

Configure Fields for Proxy Registration

Please select the fields you would like to present and require during the Proxy Registration process. Required fields will be labelled in red and designated with an asterisk on the 'Proxy Registration', 'Register and Select New Reviewer' and 'Register and Invite New Author' pages. Optional fields will be labelled in blue. Fields in bold text below are required by Editorial Manager and cannot be made optional by the publication.

Required Hidden	
□ □	Title Given/First Name
	Middle Name
	Family/Last Name
	Degree
	Preferred Name
	Telephone Number
	Fax Number
	Secondary Telephone Number
	Secondary Telephone Number is for
✓	E-mail
· · · · · · · · · · · · · · · · · · ·	Preferred Method of Contact
	ation Fields not shown in this figure.
Class	ifications and Keywords
to Personal Classifications (defined by a	an administrator) and Keywords (typed by the user) can be
tors when they proxy register a new use or keywords that may be added making	er. You can set a maximum number of classifications that r g an item required enforces a minimum of at least one.
	tional Required (Minimum) Maximum (leave blank for
	no innit)
Classifications	
Enter Personal Keywords	
Reywords	
Customize F	Proxy Registration Instructions
Event	Instructions
Event Proxy Register New User	Insert Special Character
	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter
	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information:
Proxy Register New User	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information: View Default Instructions Revert to Default Instructions
Proxy Register New User	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information: View Default Instructions Insert Special Character Please enter key information about the person you are registering as a
Proxy Register New User	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information: View Default Instructions Insert Special Character Please enter key information about the person you are registering as a
Proxy Register New User	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information: View Default Instructions Revert to Default Instructions Insert Special Character Please enter key information about the person you are registering as a Reviewer.
Proxy Register New User Register and Select New Reviewer	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information: View Default Instructions Revert to Default Instructions Insert Special Character Please enter key information about the person you are registering as a Reviewer. View Default Instructions Revert to Default Instructions
Proxy Register New User	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or chose not to send a letter, or chose not to send a
Proxy Register New User Register and Select New Reviewer	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information: View Default Instructions Revert to Default Instructions Insert Special Character Please enter key information about the person you are registering as a Reviewer. View Default Instructions Revert to Default Instructions
Proxy Register New User Register and Select New Reviewer	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information: View Default Instructions Revert to Default Instructions Insert Special Character Please enter key information about the person you are registering as a Reviewer. Insert Special Character Revert to Default Instructions Insert Special Character Please enter key information about the person you are registering as an
Proxy Register New User Register and Select New Reviewer	Insert Special Character You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter. To begin the Proxy Registration process, please enter the following information: View Default Instructions Revert to Default Instructions Insert Special Character Please enter key information about the person you are registering as a Reviewer. Insert Special Character Revert to Default Instructions Insert Special Character Please enter key information about the person you are registering as an

Rich Text Management for Letters

In EM/PM version 12.1, letters may be configured to support HTML on the 'Edit Letters' page of *PolicyManager*. HTML tags may be added manually to letter templates and users may see how the markup is rendered by clicking the 'Preview Letter' button. Additionally, previously uploaded images may be entered into HTML letters by clicking the 'Insert Image' link.

In EM/PM version 12.2, publications using HTML letters will now have access to a Rich Text Editor that will aid in letter formatting and will render HTML and images as a user is editing the letter. The Rich Text Editor is added to the Add/Edit HTML letter template interface in *PolicyManager* as well as on the 'Customize Letter' interface throughout the EM/PM system.

NOTE: After upgrade, it would be beneficial to examine any existing Rich Text (HTML) letters that are configured in *PolicyManager* to ensure proper formatting.

Sample Rich Text Editor interface on the Edit Letter template in PolicyManager, Rich Text Editor toolbar has been expanded. All formatting is rendered immediately.



🔤 Editorial Manager 🔤 ProduXion Manager 🗐 Commerce Manager"

Confidential – Subject to change – Copyright © 2015 Aries Systems Corporation The toolbar uses common icons to show formatting options. Each icon displays hoverover text that provides a short description of what the button does. Some of the standard EM/PM letter functions have also been added to the Rich Text

editor toolbar, replacing the links that appear above the letter body field:



As in existing functionality, the user customizing the letter can select from the list of existing uploaded images, but cannot upload new ones when customizing the letter.

		Edit Letters					
To create a new letter, click 'Add New	w Letter'. To edit an existing	letter click the 'Edit' link next to the letter title. (more)					
		Back to PolicyManager					
	Add New L	Letter Save Changes Edit Image Files for Letters					
				Letter	r For	nat	
Letter Purpose ▲▼	Letter Family Group by:	ActionManager Roles and Events	Т	ext		h Text TML)	All Formats
10 day warning for review due	Reviewer Reminder		0	Edit	۲	Edit	Remove Hide
Accept	Decision	Assistant Editor - Final Disposition - Accept Assistant Editor - Final Disposition - Accept Managing Editor - Final Disposition - Accept Managing Editor (Kopie) - Final Disposition - Accept Managing Editor Type II - Final Disposition - Accept Production Administrator - Final Disposition - Accept	۲	Edit	0	Edit	Remove Hide
Appeal Reject Decision	Ad Hoc From Author		0	Edit	۲	Edit	Remove Hide

To edit a letter template using the Rich Text Editor, click the 'Edit' link in the 'Rich Text (HTML)' column of the 'Edit Letters' page. The Rich Text Editor toolbar will also be available on the 'Customize Letter' interface for Rich Text (HTML) letters. The

'maximize' icon in the upper right corner of the toolbar - 🔛 - will expand the display of the letter body to fill the size of the System Administrator window.

The Rich Text toolbar can be expanded to reveal more formatting options or collapsed to show a smaller selection of popular letter formatting tools. The $\boxed{\textcircled{a}}$ icon will expand the toolbar and the $\boxed{\textcircled{a}}$ icon will collapse an expanded toolbar.

Sample Customize Letter interface for a Rich Text-configured letter. Rich Text Editor toolbar is collapsed.

Notify Users of Final Disposition - Accept	Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page.
Letter	Cancel Preview Letter Save
Mary François Smith (Managing Editor)	
	From: "DEMO 11.0 Editorial" <trash1@ariessc.com></trash1@ariessc.com>
	To: Mary François Smith, PhD
	Letter Purpose: Accept
	Letter Subject: Accept
	The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc below. Multiple e-mail addresses can be included, separated by semicolons (;).
	cc: bcc: Editors Assigned to Manuscript
	Edward Editor, MD (Editor-in-Chief)
	cc:
	bcc:
	Letter Body: Open in New Window
	■ 圖 圖 弦 B I U I _x 译 : 非 非 ?? ◎ ∞ % 田 量 Ω Styles - Format - Font - マ
	Your manuscript has been accepted and will now go to copy editing. Thank you.

There is a new option to allow Rich Text Editing of letters currently configured as 'Text' on the 'Edit Letters' page. Selecting this option will allow users customizing the text letter prior to sending to use the Rich Text Editor toolbar in the 'Customize Letter' interface by clicking the 'Add Formatting' link above the letter body.

Sample 'Text' letter template showing the new 'Allow sender to add Rich Text (HTML) formatting' option

	View Default Instructions Revert to Default Instructions
Letter Purpose:	Author - return submission
Subject:	Returned submission
Letter Family:	Communications to Author
Sender's E-mail	IDEMO 11.0 Editorial <trash1@ariessc.com></trash1@ariessc.com>
Address	O Use Corresponding Editor's E-mail address
	O Use Corresponding Production Editor's E-mail address
Additional Re	cipients
	nts of a cc: copy will be revealed to and able to see the sender, the primary recipient(s)
	r cc: recipients nts of a bcc: copy will not be revealed to any other recipients, but will be revealed to the
	and able to see the sender, the primary recipient(s) and any cc: recipients
Automatically	ion: hon
Automatically	CC: DDC:
	Corresponding Editor
	Corresponding Production Editor
	Send copies to the following addresses: (Multiple addresses may be entered, separated by a semicolon)
Allow choice on 'Send Letter' page	The following options will allow the sender to choose whether to send carbon copies (co or blind carbon copies (bcc:) to the designated group of people. Selecting these options does not automatically cc: or bcc: the indicated recipients.
	cc: bcc: Display checkbox for co-Authors
Allow attack	hments
	er to add Rich Text (HTML) formatting
	er to add Rich Text (HTML) formatting Selecting this option will allow a sender who is customizing the letter to switch the letter format from text to Rich Text (HTML) and add rich text formatting. Note: if the sender switches the format, the letter will be sent in Rich Text (HTML) format.

Commerce Manager
 Commerce Manager

Sample Customize Reviewer Invitation Letter interface: This is a Text letter, but the 'Allow sender to add Rich Text (HTML) formatting' option has been selected for the letter template. Clicking 'Add Formatting' will enable the Rich Text toolbar on the page. and sends the letter as an HTML-formatted letter instead of a plain text letter.

itation Letter	to review a submissi	un .
23 123 (REVIEWER)		Cancel Preview Letter Save
	From:	"DEMO 11.0 Editorial" <trash1@ariessc.com></trash1@ariessc.com>
	To:	123 123
	Letter Purpose:	Reviewer Invitation
	Letter Subject:	Reviewer Invitation for "Testing Optional URI"
	blind copied by typi	123 123 Reviewer Invitation Reviewer Invitation for "Testing Optional URI" d to the current version of the submission are shown below. Additional recipion for the submission are shown below. Additional recipion for addresses into the blank boxes next to cc: or bcc below. Mu addresses barated by semicolons (;). c:: Editors Assigned to Manuscript
	cc: bcc	:: Editors Assigned to Manuscript
		Dave Lister (Managing Editor)
	co	
	bcc	
	Letter Body:	Insert Special Character Insert Custom Merge Field Add Formatting Open in New Window
	Dear 123,	
	You have been	invited to review a manuscript for Demo 12.2 Site.
	I would be gra this journal.	teful if you would review a paper entitled "Testing Optional URI" for
		reference is DEMO121-D-15-00003. You can view the manuscript by e following link:
	%VIEW_REVIEWER	_PDF%
	If you are una decline the in	ble to review this manuscript, please click on the following link to vitation:
	<pre>%DECLINE_REVIE</pre>	W_INVITATION%
	Please use the concerning the	following link to accept the invitation, and to submit your comments

TO CONFIGURE:

The Rich Text Editor toolbar is automatically available for any existing and newly added HTML letter.

To allow the option of using the Rich Text toolbar during letter customization, select the 'Allow sender to add Rich Text (HTML) formatting' checkbox on the Text letter template page in *PolicyManager* > 'Edit Letters'.

Discussion Forum for Reviewers

In EM version 12.1, Editors may be invited to participate in conversations with other invited Editors regarding a submission using EM's Discussion Forum feature.

New in EM version 12.2, Reviewers who have completed a Review for a submission will be able to participate in a Discussion Forum created just for Reviewers and Editors assigned to the submission. This is done by using a new 'Discussion Type' called 'Reviewer Consultation'.

The new Reviewer Discussion Forum feature essentially is just creating a new Discussion Type – the existing Discussion Forum functionality is retained. However, many Editorial Manager configuration pages have been modified to accommodate the new changes.

NOTE: Unlike discussions using the 'Editor Consultation' (existing Discussion Forum functionality), only one 'Reviewer Consultation' may be opened per submission.

Although Editors with 'Initiate and Manage Discussions' permission may manage a 'Reviewer Consultation' discussion, most of the handling of this type of discussion is automated to reduce the workload of Editors. Initiation of a 'Reviewer Consultation' discussion is configured in *PolicyManager* per Article Type on the 'Configure Automatic Discussion Initiation' page. The automated functionality of the 'Reviewer Consultation is as follows:

- The 'Reviewer Consultation' is opened automatically when the first Editor for a new submission (Revision 0 only) is either assigned or agrees to handle a submission.
- All Editors and Reviewers assigned to the submission for all versions/revisions are added automatically to the discussion.
- The 'Reviewer Consultation' discussion remains open throughout all revisions unless an Editor with permission to manage discussions closes it.
- The 'Reviewer Consultation' discussion is concluded automatically when the Final Disposition is set for the submission.

Mane	y M. Alexa	: JANETDEV120-D-15-00003 nder, PhD · VIOLETS''	
	Close		
Please participate in the discussion for this submission. (This	text is customiza	ible.)	
View Submission	View Revie	wer Comments	
Topic: Editors & Reviewers Forum			
Comments:		Vie	w/Print All
	Participant ▲ ▼	Comments	Date ▲ V
	Twink E. Jonesey, PhD	I will be on sabbatical for 4 months starting Feb 2, 2015	Dec 12 2014 04:45PM
Post	Ginger Rabelais (Reviewer 2)	This a formidable task	Dec 03 2014 11:05AM
	Edward Browdy	This Corresponding Author for this submission is going on a research trip to Antarctica starting April 2015 and may be unavailable for periods of time (more)	Dec 03 2014 11:04AM
	Twink E. Jonesey, PhD	Okay, so who wants to take this one on? It's got a very short time span.	Dec 01 2014 03:03PM
	Close		

Sample Reviewer Consultation Discussion page – Reviewer's view

NOTE: Editors with permission to manage discussions may invite other Editors to the 'Reviewer Consultation' discussion, even if they are not attached to the submission in any way. Outside Reviewers (not attached to the submission) may not be added to the discussion.

NOTE: If an Editor is unassigned or replaced in the Editor Chain, the unassigned or replaced Editor still remains an active participant in the 'Reviewer Consultation' discussion.

Sample Reviewer Consultation *Discussion – Editor's view. Editor has permission to manage discussions*

				Maney M		nder, Ph	V120-D-15 D	5-00003	ĸı	
			Cancel	Save and (Close	Conclude I	Discussion			
eminding you to pl	ease participat	e in the dis	scussion for th	nis submission.	(I am custo	omizable.)				
Participant	: Summary	View Su	ubmission	View Review	s and Com	ments	File Inventor	<u>v Ad</u>	d/Edit Submission	Flags
				Deta	<u>ails</u> 🕅 🥝 🖗	Ø				
pic: ditors & Review	ana Canfah									
ditors & Review	wers Conlab									
										View/Print
omments:				Partic	ipant					Date
				▲ ▼ Twink	E.	Comment	excellent sugge	stion. Who	can we get to	▲▼ Jan 07 20
				Jonese Jack B	ey, PhD	implemen I agree wi	it this?		2	10:49AM
				// (Review	er 1)	-	-			06:32PM
				Post Ginger (Review)		As a frequ recommen	uent reviewer of nd	this kind of	article, I	Jan 06 20 03:02PM
				Twink Jonese	E. ey, PhD	Big Dog h idea abou	ere, perhaps on it this.	e of the Rev	viewers has a good	Jan 05 20 01:22PM
					ones, PhD		at do you think o	of the curren	it issue, Twinky?	Jan 05 20 01:02PM
				Add	Participants	:5				
Editor Partici		Polo		Add	Participant	Participant	View Benjawe	Download	View Darift	
Editor Participan ▲ ▼	t	Role	# Post		Participant	Participant Status	View Reviews and Comments		Decision Letter	
Editor Participan A V Edward M. Browdy	t 77 🍟 💠	Role ▲▼ Associate		s Latest Post	Participant: P S A	Participant	View Reviews	; Download Files ¥	View Draft Decision Letter	Send E-mail
Editor Participan The second	t V 👑 🔶	Associate Managing	Editor 0 Editor 1	Jan 05 2015	Participant: S 01:02PM	Participant Status V Active Active	View Reviews and Comments	i Files ✓	Decision Letter	Send E-mail
Editor Participan	t / \7 \2018 ♣ \7 \2018 © , PhD \7 \2018 ##	Associate Managing Editor-in-C	Editor 0 Editor 1 Chief 2	s Latest Post	Participant: S 01:02PM	Participant Status Active Active Active	View Reviews and Comments ✓ ✓	Files	Decision Letter	Send E-mail
Editor Participan The second	t / \7 \2018 ♣ \7 \2018 © , PhD \7 \2018 ##	Associate Managing	Editor 0 Editor 1 Chief 2	Jan 05 2015	Participant: S 01:02PM	Participant Status V Active Active	View Reviews and Comments	i Files ✓	Decision Letter	Send E-mail
Editor Participan AV Edward M. Browdy Mary Jones, PhD Twink E. Jonesey, June Hemmick V	t ♥ 🍟 ♣ ♥ 🝟 ☺ , PhD ♥ 🝟 #	Associate Managing Editor-in-C	Editor 0 Editor 1 Chief 2	Jan 05 2015	Participant: S 01:02PM	Participant Status Active Active Active	View Reviews and Comments ✓ ✓	Files	Decision Letter	Send E-mail
Editor Participan	t ♥ 🍟 ♣ ♥ 🝟 ☺ , PhD ♥ 🝟 #	Associate Managing Editor-in-C	Editor 0 Editor 1 Chief 2	Jan 05 2015	Participant: S 01:02PM	Participant Status Active Active Active	View Reviews and Comments ✓ ✓	Files	Decision Letter	Send E-mail
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On the Editor's view of the 'Reviewer Consultation' discussion page two grids organize the Editor and Reviewer participants. The Editor participant grid contains actions – submission visibility, participant status, Editor Role, ad hoc e-mail - as the Editor Consultation. The Reviewer Status grid depicts a summary of each Reviewer's status with the submission. Editors with permission to manage discussions may add Editor participants or conclude the discussion before Final Disposition is set.

Any Reviewer who agrees to submit a Review for a submission is automatically added to the 'Reviewer Consultation' discussion, but remains an inactive participant until he or she submits a completed Review. As an inactive participant, a Reviewer who has only agreed or completed part of a Review will not receive notifications of new comments in the discussion.

Once a Reviewer becomes an active participant in a 'Reviewer Consultation' discussion, he or she remains an active participant throughout the life of the submission within EM. Reviewers who are unassigned or terminated from assignment for later Revisions remain included in the Discussion. Similarly, if a Reviewer is not invited to Review the current version of the submission but completed a Review for a previous Revision, that Reviewer remains an active participant in the Discussion.

As noted above, Editors with permission to manage discussions may manually conclude a 'Reviewer Consultation' any time during the life of a submission. Re-opening a concluded 'Reviewer Consultation' discussion will allow an Editor to add Reviewers to the discussion who may have completed Reviews while the discussion was closed. When re-opening a discussion, an Editor may convert the Reviewer Participants from 'Inactive' to 'Active' by ticking the appropriate box in the Reviewer Participants grid.



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	Торі	:											
	Com	nents											
Edit	or Candidates	e:1 of 1 (7 tr	otal candidates)						Dis	olay 25	results	s per page.	
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ielect	Av Associate Editor		Edward M. Browdy		16	Comments	compan	ion)	Letter		3	Matches 1, 2, 3	30 days Yes
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V	Ginger Rabelais 🎙	discus	ous participant in the sion)	1	Jan 06 03:02		Active	Revi	ewer 3		RO	R1: Agreed to	Review
V	Ron Raptor@	NB Re (Previo discus	viewer ous participant in the ision)	0			Active	Revi	ewer 2	RC), R1	R1: Review Co	mplete
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v	Sylvia W. Massimo	to Review (Potent	er ial active participant)	0			Inactive	Revi	ewer 6		R1	R1: Review Com	plete
	Louie B. Nice, PhD	Review (This p system	person is inactivated in the	о			Inactive	Revi	ewer 5		RO	R0: Review Com	plete
V	Xander Huckenpo	(Poten	tial active participant)	o			None	Revi	ewer 7		R1	R1: Review Co	mplete
	Pilar Ramos 🍟	Review (Poten	ver itial inactive participant)	0			None	Revi	ewer 8			R1: Agreed to	Review

Sample Re-Open Discussion interface – red help text under the Reviewer Role emphasizes which Reviewers may be best suited as Active Participants

A new deep link - **%REVIEWER_DISCUSSION_DEEP_LINK%** - may be added to the 'Reviewer Thank You' letter that is sent to Reviewers after completing a Review. Clicking the deep link from the letter will log the Reviewer into EM completely and automatically navigate the user to the 'Completed Assignments' folder. If the 'Reviewer Consultation' discussion has not been concluded for the submission, the 'Discussion' page will automatically open in a pop-up. If the discussion has been concluded, the Reviewer may access the closed discussion from the 'Discussions' link.

As with the Editor discussions (existing functionality), active participants may receive notifications about new posts that have been contributed to a discussion. The existing

%DISCUSSION_POST% merge field may now be used in Discussion Forum letter family notifications sent to Reviewers.

TO CONFIGURE:

First, a 'Reviewer Consultation' Topic Template must be configured. In the 'Discussion Forums' section of *PolicyManager*, click the 'Configure Discussion Topic Templates' link. On the 'Configure Discussion Topic Templates' page, click the 'Add' button to add a new template.

Sample Configure Discussion Topic Templates *page – a new 'Type' column is added to indicate whether a topic is for Editor or Reviewer discussions*

	Cor	nfigure Discussion To	pic Templates		
Listed below are the 'Add' button		Topic Templates configured for yo	our publication. To create a new	template	e, click
Consultation dis	scussion. If this	a Discussion Topic Template on the checkbox is not selected, users car opulate the Topic and Initial Comm	n either type in a Topic and Initia		ent, or
Save Changes					
		Add			
Order	Туре	Description	Actions	6	
1	Editor Consultation	Default Topic Template	Remove	Edit	
2	Editor Consultation	Nu Template	Remove	Edit	
3	Reviewer Consultation	Reviewer Forum	Remove	Edit	
4	Editor Consultation	Instruction Spacing	Remove	Edit	
5	Editor Consultation	Multi Line Template Name	Remove	Edit	
6	Editor Consultation	Master Topic Template		Edit (I	Master)
Update Order	J	I			
		Add			
		Configure Discussion Forur	n Settings		
		Configure Automatic Discuss	ion Initiation		
		Back to PolicyMana	ger		

On the 'Add Discussion Topic Template' page, select 'Reviewer Consultation' from the Discussion Topic Template Type drop down list. Once 'Reviewer Consultation' is selected as the Topic Type, some options that are usually available for Editor Discussions (existing functionality) will be disabled – the initial comments and topic will not be able to be edited when initiating the discussion.

Sample Add Discussion Topic Template *page when 'Reviewer Consultation' has been* selected as the type

Discussion Topic Template Type	Reviewer Consultation
	Open Special Character Palet
Discussion Topic Template Name	Reviewer Forum
'Initiate Discussion' Page Custom Instructions	
Торіс	
Initial Comments	Allow user to modify Topic name when initiating a discussion
Default Editor Participant	 Allow user to modify Initial Comments when initiating a discussion ✓ View Reviews and Comments
Permissions	✓ Download Files (source and companion) □ View Draft Decision Letter
Editor Access to 'Details' Link	Display 'Details' link in Submissions with Active Discussions folder and on Discussion page. Select the Details Page Layout that participants should see if they are not in the Editor chain and do not have RoleManager permission to 'View All Submissions' or 'Search All Manuscripts.'
Editor Discussion Letters	Select the Letter to send asking Editors to participate: Please Participate
	Select the notification letter to send to Editors when comments are posted:
	Notify discussion initiator only Notify all active Editor participants
Reviewer Discussion Letters	Select the Letter to send asking Reviewers to participate: Please Participate
	Select the notification letter to send to Reviewers when comments are posted.

When creating the 'Reviewer Consultation' topic template, users will still be able to select the type of submission access permissions ('View Reviews and Comments',

'Download Files', 'View Draft Decision Letter', and 'Details' page layouts) for Editors who are part of the 'Reviewer Consultation' discussion. As with the Editor Discussions, Administrators will also be able to select the letters and notifications sent to Reviewers. After the 'Reviewer Consultation' template has been created, Administrators will be able to associate the Reviewer template with Article Types on the 'Configure Automatic Discussion' page in *PolicyManager.* From here, Administrators may decide which Article Types use 'Reviewer Consultation' and select which 'Reviewer Consultation' topic template is used.

Sample Configure Automatic Discussion *page – the 'First Editor Confirmed' column contains the 'Reviewer Consultation' configurations*

	Configure Automatic Discussion Initiation	on
In the grid below, for each Article Type, you may specify the typ	es of discussions to be opened automatically for a submission ba	ased on a Discussion Trigger. (more)
	Cancel Submit	
Discussion Trigger	Editor Agrees to Assignment	First Editor Confirmed
Article Type		
Original Study	□ Initiate Editor Consultation Discussion Automatically Editor Roles: Select All Clear All Editor in Chief Managing Editor Test For Brenda Editor Consultation Topic Templates: Please Choose a Topic Template ✓	☑ Initiate Reviewer Consultation Discussion Automatically Reviewer Consultation Topic Templates: Reviewer Forum
Editorial's	Initiate Editor Consultation Discussion Automatically Editor Roles: Select All Clear All Editor Editor in Chief Managing Editor Test For Brenda Editor Consultation Topic Templates: Instruction Spacing ✓	Initiate Reviewer Consultation Discussion Automatically Reviewer Consultation Topic Templates: Reviewer Forum
Super Quick - Everything Hidden	Initiate Editor Consultation Discussion Automatically Editor Roles: Select All Clear All Editor Editor in Chief Managing Editor Test For Brenda	Initiate Reviewer Consultation Discussion Automatically Reviewer Consultation Topic Templates: Please Choose a Topic Template

After the 'Reviewer Consultation' discussion template has been configured for use with the desired Article Type, the discussion will be automatically initiated when the first Editor is confirmed (assigned or agreed to take the assignment).

Further configuration may be done on the 'Configure Discussion Forum Settings' page in *PolicyManager*. Custom instructions may be entered and Administrators may decide the expiration policy on the existing **%DISCUSSION_DEEP_LINK%** and the new **%REVIEWER_DISCUSSION_DEEP_LINK%**.

	Custom Instructions
	Open Special Character Palette
	Enter any instructions that you would like to appear on the Editor version of the Discussion page.
	These are the custom instructions for the Discussion Forum.
	Enter any instructions that you would like to appear on the Reviewer version of the Discussion page.
	Deep Link Expirations
Please specify emain active. irst criterion is	how long the Discussion Deep Links (%DISCUSSION_DEEP_LINK% and %REVIEWER_DISCUSSION_DEEP_LINK? To keep the links active indefinitely, do not check any of the boxes. If all boxes are checked, each link expires when the met.
	Expire link after 2 clicks
	Expire link after days

To grant Editors permission to manage discussions (add Editor participants, conclude discussion), the select the 'Initiate and Manage Discussions' option in Editor *RoleManager*.

Part of Editor RoleManager:

- Discussion Forums
 - ✓ View All Discussions
 - ☑ Initiate and Manage Discussions
 - O My Discussions Only
 - All Discussions

The PowerGrid

In EM/PM version 12.0 a 'Beta Grid' option was added to the 'Search Submissions Selection Criteria' page. This feature was selected by default for all publications and applies an updated, interactive grid interface to Search Submissions Results. Users have the option to hide columns they do not want to use, resize the columns, reorder the columns in the grid, and freeze columns so the information stays in place during horizontal scrolling. Additionally, the column headers are fixed so column information is available during vertical scrolling.

New in EM/PM version 12.2, the 'Beta Grid' is now a formal feature referred to as the 'PowerGrid' and is applied to the following folders on the Editor Main Menu:

- 'New Submissions'
- 'Revised Submissions'
- 'New Submissions Requiring Assignment'
- 'Revised Submissions Requiring Assignment'
- 'View All Assigned Submissions'
- 'View All Assigned Submissions with Editors Invited None Yet Assigned'

The PowerGrid is turned on by default for all of the folders listed above. An button underneath the 'Quicklinks' menu in the upper left corner of the PowerGrid toggles the user back to the "traditional" EM grid.

Sample New Submissions folder using PowerGrid

	"traditional" rid	he new s			- Kristin QA		ange the sor	t order.	
Page: 1	of 1 (5 total sub	missions)			1			10 🔽 results per page	e.
Action	Manuscript 🖨 Number	Article Type	Section/ 🖨	Article Title	Author 🜩 Name	Initial Date 🔶 Submitted	Status 🖨 Date	Current 🔶 Status	
View Submission Duplicate Submission Check (29%) Details V Details V Details V Technical Check File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition Set Final Disposition Send E-mail Linked Submissions Google Scholar Title Search Corresponding Author ORCID S		Original Research	American Behaviour	Testing Duplicate Submissions	Buzz Aldrin ヤ	Sep 18 2013 2:25PM	Sep 18 2013 2:25PM	Received by Journal	
/iew Submission CrossCheck/iThenticate Results (86%) Jetails P ダ Initiate Discussion History Fechnical Check									

Also new for the PowerGrid in 12.2 is the ability for a Saved Search to also save the user's layout preference (PowerGrid only). Users accessing a shared search for the first time will have the results loaded into the search creator's layout preference. Users who opt out of the PowerGrid on the 'Search Submissions Selection Criteria' page, however, will see the results in the traditional grid, per their preference.

TO CONFIGURE:

No configuration necessary. The PowerGrid is turned on upon upgrade for the specified folders on the Editor Main Menu.

Automatic Withdrawal of Decline Revisions

In EM version 12.1, an Author may choose to decline to revise a submission. If the Author declines to revise, the submission will remain in the Editor's 'Submissions Out for Revision' folder indefinitely until an Editor either rescinds the decision or manually sets a Final Disposition to 'Withdrawn'. This creates a potentially inefficient and confusing folder, since both declined revisions and legitimate revisions-in-progress are displayed here.

New in EM version 12.2, publications may have the Final Disposition automatically set to 'Withdrawn' after a set number of days on submissions where an Author has declined to revise. When the Final Disposition is set automatically set to 'Withdrawn', the submission moves out of the 'Submissions Out for Revision' folder and into the 'All Submissions with Final Disposition (Withdrawn)' folder, just like when the Final Disposition is set to 'Withdrawn' manually. This is done through a new page in *PolicyManager*: 'Configure Automatic Withdrawal of Declined Revisions'.

TO CONFIGURE:

Go to the new 'Configure Automatic Withdrawal of Declined Revisions' page in *PolicyManager* under the 'Editor Decision Policies' subheading:

Reviewer and Editor Form Policies
Manuscript Rating Question Configuration
Edit Manuscript Rating Questions
Overall Manuscript Rating Question Settings
Edit Manuscript Rating Instructions
Reviewer Recommendation Policies
Edit Reviewer Recommendation Terms
Create/Edit Custom Review Questions
Create/Edit Review Forms
Match Review Forms to Article Types and Reviewer Roles
Set Pending Assignments Deep Link Expiration
Set Reviewer Recommendation Deep Link Expiration
Editor Decision Policies
Edit Editor Decision Terms
Create Editor Forms
Configure Editor Forms
Editor Manuscript Rating Question Configuration
Configure Options for Review Rating
Configure Automatic Withdrawal of Declined Revisions

Once on the page, select the checkbox and enter the desired amount of time after an Author has declined to revise that the Final Disposition will be automatically set to 'Withdrawn'.

Configure Automatic Withdrawal of Declined Revisions
Use the option below to automatically set the Final Disposition to 'Withdrawn' one or more days after the Author declines to revise the submission. When this feature is enabled, the Final Disposition is automatically set to 'Withdrawn' during the nightly batch process the specified number of days after the Author declines to revise. If there is a very large number of submissions to be withdrawn in a single batch cycle, the process may be spread over two or more batch cycles to ensure optimal performance. If this option is not enabled, submissions remain in the Editor's 'Submissions Out for Revision' folder until the final disposition is manually set to Withdrawn.
Note: If the Editor rescinds the decision or the Author reinstates the submission (after declining to revise), the Final Disposition will not automatically be set to Withdrawn.
Automatically set the Final Disposition to Withdrawn 5 days after the Author declines to revise
Cancel Submit

Submission Flag History

In EM version 12.1, publications may use Submission Flags to supplement their Editorial and Production workflows. Some publications might use the Submission Flags to mark important milestones in the submission workflow or indicate that a submission may need attention.

In EM version 12.2, Submission Flag History is recorded for each submission (depending on the individual flag configuration). The Flag History will record and show when each flag was turned on and off for the submission. A new *RoleManager* permission – 'View Submission Flag History' – is required to view historical flag information in the interface.

Once enabled, a Submission Flag History section is added to the following pages:

- Correspondence History
- Submission Flags pop-up
- Flag legend pop-up

The Submission Flag History shows each flag icon (and flag description) that has ever been turned on for the manuscript. The following additional information is also shown:

- **4** The revision number of the submission when flag was turned on.
- 4 The date the flag was turned on and the operator who turned it on.
- The date the flag was turned off (if it has been turned off) and the operator name who turned it off.
- The number of days the flag was turned on. If the flag is still being used, the number is displayed in parentheses and in red text to indicate the elapsed number of days.
- **4** Additionally:
 - Only flags configured to 'Display in History' are shown in the interface. However, the flag history is captured in the database for all submission flags once the journal upgrades to version 12.2.
 - If the flag is turned on/off multiple times, each occurrence is captured and displayed in a separate row.
 - Flags that have never been associated with the manuscript are not shown, to avoid cluttering the page.
 - The flag description is written into the Flag History as text, in case the flag description is ever changed in the future.
 - If a user was proxying for another user when turning the flag on or off, it is designated as such in the grid.

Sample Correspondence History page – Submission Flag History has been enabled in PolicyManager and the user has permission to view the flag history

		Switch	to Status Type View						
			Close						
STATUS HISTORY									
Status Date	Document Status	Edit Submission Status	Production Sta	tus Status	Days F	Role Family	Revision	Operator	
an 15 2015 2:18PM	Under Review				R	REVIEWER	0	Stacey Lave	lle
an 15 2015 2:18PM	Decision Rescinded				E	DITOR	0	Stacey Lave	lle
an 14 2015 6:26AM	Completed Reject			1	E	DITOR	0	Rebecca Kla	hm
an 14 2015 6:26AM	Reject				R	REVIEWER	0	Rebecca Kla	hm
an 14 2015 2:52AM	Under Review				R	REVIEWER	0	Joe Carrino	
an 14 2015 2:35AM	Decision in Process				R	REVIEWER	0	Joe Carrino	
an 5 2015 5:19PM	Under Review			8	R	REVIEWER	0	Joe Carrino	
ec 29 2014 7:35PM	Editor Assigned			6	E	DITOR	0	Joe Carrino	
Dec 29 2014 7:38AM		Incomplete with Editor			E	DITOR	0	Ed Office	
Dec 22 2014 1:57AM	Manuscript Submitted			7	E	DITOR	0	Macy Jackso	n
	Needs Approval				А	UTHOR	0	Macy Jackso	n
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Switch to Status Type View

Sample Submission Flags pop-up – user has permission to view Submission Flag History

ubmis	ssic	on Fla				nber Amy ise case 2		L-10-151F "	1 "Spe
				s	ubmission F	lag History			
Check	the b	ox of the	flag(s) yo	u want to d	isplay for th	is submission.	(more)		
				[Cancel	Submit			
SET SU	UBMI	SSION	FLAGS						
Displa	ay I	Flag	Flag Nar	ne					
		•	2 Purple 2	z					
\checkmark		•	2 Purple (Clubs					
\checkmark		:	Forest Gr	een Smiley					
		\checkmark	Red Chec	k					
		•	Black Biol	hazard					
		≫	Blue Scise	sors					
		•	Blue Dian	nond					
		*	Red Snow	rflake					
		↦	Black AirF	lane					
		0	Magic 8 B	all					
		!	My fun fla	g					
		DN FLAG Name	HISTORY	Revision		Operator	Date Turned Off	Operator	Days
٠		2 Purple	Clubs	1	2015-06- 11 19:34:31	Mary Mary Editor, PhD, MDd			(4)
0		Magic 8	Ball	1	2015-06- 11 19:34:23	Mary Mary Editor, PhD, MDd	2015-06- 11 19:34:38	Mary Mary Editor, PhD, MDd	1
٢	For	est Gree	n Smiley	1	2015-06- 11 19:34:16	Mary Mary Editor, PhD, MDd			(4)
]	Cancel	Submit			

The 'Submission Flags' pop up interface is accessed by a user with appropriate permission clicking the 'Set Flag' icon (\heartsuit), any flag currently associated with a

submission on the 'Details' page, or the 'Add/Edit Submission Flags' link on the 'Details' page.

The 'Flag Legend' page is available for users who are able to view flags, but do not have permission to turn Submission Flags on or off. If the user also has the new 'View Submission Flag History' permission, they will be able to see historical flag data on the 'Flag Legend' page.

Sample 'Flag Legend' page for user with permission to View Submission Flags and Submission Flag History

		I	Flag Leg	end						
		Su	bmission Flag) History						
			Close							
SEELC	TED SUBMISSION FI	AGS								
Flag	Flag Name	Flag Name								
÷	2 Purple Clubs									
•	Forest Green Smile	ey								
UBM	ISSION FLAG HISTO	RY								
Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days			
٠	2 Purple Clubs	1	06/11/2015 19:34:31	Mary Mary Editor, PhD, MDd			(4)			
0	Magic 8 Ball	1	06/11/2015 19:34:23	Mary Mary Editor, PhD, MDd	2015-06- 11 19:34:38	Editor, PhD,	1			
٢	Forest Green Smiley	1	06/11/2015 19:34:16	Mary Mary Editor, PhD, MDd			(4)			
<u></u>	Forest Green Smiley	1								

The 'Assigned Custom Flags' table (CUSTOM_FLAG_ASSIGNMENT) will record when a flag is turned on or off for reporting purposes.

TO CONFIGURE:

To turn on the Submission Flag History display, each desired Submission Flag must be individually selected to be included. On the 'Add/Edit Customized Submission Flag' page (accessed by clicking the 'Add' button or editing an existing flag on the 'Create

Customized Submission Flags' page in *PolicyManager*), select the 'Display in History' checkbox for the flags you wish to display in the interface.

Sample 'Add Customized Submission Flag' page

					Ac	ld C	ust	omi	zed	Sul	omi	ssio	n F	lag							
								Can	cel	St	ıbmit										
ease enter the Flag Na nd 'Turn Off Submission age). The Flag Type ind th an Additional Manus 'hen a flag is attached tu ublisher Roles must hav	Flags icates cript D o a sub	' can whet letails bmiss	displa her a (AMI ion, it	ay/tur partio D) fie t will t	n off S cular f ld, the be dis	Submi lag is se Ec played	ssion displa litors a d next	Flags yed o and Pu to the	for ar n the ublish	iy mai editori ers ca	nuscri al or p n also	pt on f produc displ	the Su tion s ay/turr	bmiss ide of 1 off tl	sion F f the s his Fl	lags syster ag on	page n, or l page	(acce both. es cor	essible If you ntainir	e from asso ng tha	the Deta ciate this t AMD fiel
Flag Icon:																					
													Inse	rt Spe	ecial (Chara	cter				
Flag Name:													Maxir	num	256 c	harac	ters				
Flag Type		Editor Produ													200 0		1010				
Associate with AMD Field	Nor	ne														 Image: A start of the start of					
Display in Flag History'.	Histo	o ry W	'hen t	his ch	neckbo	ox is s	electe	ed, the	e flag I	nistory	is dis	playe	d for u	sers	with p	permis	ssion	to "Vie	ew Su	ıbmis	sion
!!!	1	1	1		!	#	#	#	#	#	#	#	#	\$	\$	\$	\$	\$	\$	\$	\$
0/ 0/ 0/	0/	0/	07	0/	0/	•	0	0	0	•	0	0	0			*	*	*	*	*	*

To view the Submission Flag History, the user must have the new 'View Submission Flag History' permission enabled in Editor or Publisher *RoleManager*.

Sample Editor RoleManager (partial)
Reviewer Invitations
Editor Decisions
Proposals/Commentaries
General Searching and Viewing
Edit Submission
Discussion Forums
Transmittal Form
□ Flag Icons
✓ View Submission Flags
✓ Turn On Submission Flags
✓ Turn Off Submission Flags
View Submission Flag History
✓ View People Flags
✓ Turn On People Flags
✓ Turn Off People Flags
Proxy Activities Administrative and Deporting Expetience
Administrative and Reporting Functions
Cross-Publication Login
ProduXion Manager
Cancel Submit

Sample Publisher RoleManager

E	dit Role	Definition
Role Nam	e:* Pr	roduction Manager
Check the funct	ions that this	is role is permitted to perform.
E	xpand All	Collapse All
General Searching and Viewing		
□ Flag Icons		
✓ View Submission Flags		
✓ Turn On Submission Flags		
✓ Turn Off Submission Flags		
View Submission Flag History		
✓ View People Flags		
☑ Turn On People Flags		
☑ Turn Off People Flags		
Edit Submission		
Cross-Publication Login		

Commerce Manager*
 Commerce Manager*
 Commerce Manager*

Ad Hoc E-mail Enhancements

In EM/PM version 12.1, users may send ad hoc e-mails to users associated with a submission. The ad hoc e-mails must be configured as templates in 'Edit Letters' prior to sending with defined recipients and senders. To send an ad hoc e-mail, users must click the 'Send E-mail' link and select from a list of the pre-configured letters.

New in EM/PM version 12.2, an envelope icon (\bowtie) is added next to people names on the 'Details' page for Editors & Publishers to give users a more convenient way to send ad hoc letters to people associated with a submission.

After clicking the envelope icon on the 'Details' page, the user will be presented with all letters in the appropriate ad hoc family that have been configured to use the new Recipient option on the 'Edit Letters' page in *PolicyManager*: 'User Selects Recipient using \bowtie icon'. If there is only one letter configured for use with this option, the user will be brought to the 'Customize Letter' interface.

NOTE: Letters configured with the 'User Selects Recipient using \bowtie icon' may also show in the ad hoc letter drop down list when the 'Send E-mail' action link is clicked in folders. This only applies when there are one or more Recipients options selected in addition to 'User Selects Recipient using \bowtie icon'.

NOTE: If 'User Selects Recipient using \bowtie icon ' is the only Recipient option selected for a letter, the letter is available via the new icon, but is not available via the 'Send E-mail' link.

Sample 'Details' page – a letter in the Ad Hoc From Editor family has been configured to use the new recipient option

Details for	Manuscript Number: DEMO112-D-14-00007 "Testing Editor Decision"									
	Cancel Save Save and Close									
Additional Manuscript Details Abstract Manuscript Notes Production Notes Editors Reviewers Alternate Reviewers Reviewers Proposed by Editors Additional Information										
Additional Manuscript Details:	Add/Edit Additional Manuscript Details Top									
Fast Track	NO Display 'Expedited' Flag									
Press Release Candidate	Please Choose 🔽 Display 'Supplement Article Possibility' Flag 🗌									
Quality of langua_	Please Choose v									
DOI:										
Corresponding Author:	CA UNITED STATES Proxy									
Full Title:	Testing Editor Decision									
Corresponding Author E-Mail:	trash427@ariessc.com									
Author Comments:										
Short Title:										
Article Type:	Original Research									
Section/Category:										
Keywords:	active vitamin D									
Classifications:	CROPS									
Requested Editor:										
Technical Check:	Technical Check Information									
Initial Date Submitted:	Sep 04 2014 03:17PM									
Editorial Status Date:	Sep 04 2014 03:25PM									
Current Editorial Status:	Received by Editor									

To allow publications to set up a 'blank' letter template (no Subject, empty body) for 'User Selects Recipient using \bowtie icon' letters, users are now able to save templates with an empty subject line. The ability to save a letter template without a subject line has been extended to all Letter Families.

Additionally, the 'Ad Hoc from Publisher' letter template page has been enhanced to display a 'Publisher Roles That Can Send This Letter' option. This is a multi-selector box containing all Publisher Roles and similar to the existing 'Editor Roles That Can Send This Letter' selector box available for 'Ad Hoc from Editor' letters. The default at upgrade for existing letters is 'ALL PUBLISHER ROLES', and defaults to 'None Selected' when adding a new letter.

Sample Add 'Ad Hoc From Publisher' Letter' page

		Add 'Ad Hoc From Publisher' Letter
The Custom Instructions w 'Save' button.	vill display to the ser	nder on the page where the letter is sent. To change them, make changes in the 'Custom Instructions' box and click the
		Cancel Save
	Custom Instructions	▲
		View Default Instructions Revert to Default Instructions
	Letter Purpose:	Ad Hoc from Publisher
	Subject:	Misc Notification from Publisher
	Letter Family:	Ad Hoc From Publisher
	Publisher Roles That Can Send This Letter	
	Sender's E-mail	● Use E-mail address of user triggering the Correspondence
	Address	○ "DEMO 11.0 Editorial" <trash1@ariessc.com></trash1@ariessc.com>
		○ "DEMO 11.0 Production" <trash2@ariessc.com></trash2@ariessc.com>
	Recipient:	☑ "DEMO 11.0 Editorial" trash1@ariessc.com
		□ User Selects Recipient using 🖾 icon
		Corresponding Editor
		Corresponding Production Editor
		□ Display text box so sender can insert an e-mail address
		Display the following e-mail address for the recipient: (Multiple addresses may be entered, separated by a semicolon)

TO CONFIGURE:

Ad hoc letters must either be in the 'Ad Hoc from Editor' or 'Ad Hoc from Publisher' family to be eligible for use with this feature. Each letter to be used with the \bowtie icon must be configured in 'Edit Letters' to use the recipient option 'User Selects Recipient using \bowtie icon'. Also, the Editor or Publisher Role must have (existing) permission to 'Send Ad Hoc E-mail'.

^	Edit 'Ad Hoc From Editor' Letter								
HTML for	matting tags may be used. It is not necessary to use the <html> or <body> tags.</body></html>								
	Cancel Preview Letter Save								
Custom Instructions	Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the								
	View Default Instructions Revert to Default Instructions								
Letter Purpose:	Copyright Transfer Request								
Subject:	Copyright Transfer Request								
Letter Family:	Ad Hoc From Editor								
Editor Roles That Can Send This Letter	None Selected Select All ALL EDITOR ROLES Clear All Managing Editor Clear All								
Sender's	Use E-mail address of user triggering the Correspondence								
E-mail Address	O "DEMO 11.0 Editorial" <trash1@ariessc.com></trash1@ariessc.com>								
	O "DEMO 11.0 Production" <trash2@ariessc.com></trash2@ariessc.com>								
Recipient:	✓ "DEMO 11.0 Editorial" trash1@ariessc.com								
I	✓ User Selects Recipient using [™] icon								
	Corresponding Editor								

Sample 'Ad Hoc from Editor' letter template in PolicyManager>'Edit Letters'

ActionManager Events Column for Edit Letters

In EM/PM version 12.1, Administrators cannot quickly review how letters have been configured for use with different Roles under *ActionManager;* either they must review the *ActionManager* configuration for each Role in turn, or click the 'Remove' or 'Hide' links in the 'Edit Letters' grid to trigger a warning that lists all *ActionManager* associations.

New in EM/PM version 12.2, a new 'ActionManager Roles and Events' column is added to the 'Edit Letters' grid in *PolicyManager*. The column will list the Roles in *ActionManager* currently using the letter template as well as the event for which the letter is configured. Each Role is displayed as a link to the respective *ActionManager* table. Clicking the link will navigate the user away from the 'Edit Letters' grid and into that Role's *ActionManager* event table.

In this release, only ActionManager Events are listed – the page does not list any Decision Terms that are linked to letters; those can be reviewed in one place under *PolicyManager>Edit Editor Decision Terms.*



Sample 'Edit Letters' grid in PolicyManager

		Edit Letters					
To create a new letter, click 'Add New	v Letter'. To edit an exist	ing letter click the 'Edit' link next to the letter title. (more)					
		Back to PolicyManager					
	Add New I	Letter Save Changes Edit Image Files for Letters					
				Letter	Form	nat	
Letter Purpose	Letter Family Group by:	ActionManager Roles and Events	I T	ext		Text	All Formate
Editor Declines to Handle Assignment	General	Editor - Editor Declines Invitation from an Editor Editor in Chief - Editor Declines Invitation from an Editor Managing Editor - Editor Declines Invitation of New Submission Managing Editor - Editor Declines Invitation from an Editor	۲	Edit	0	Edit	Remove Hide
Editor Initiate Author Rebuttal	General	Author - Rescind Decision Author - Initiate Rebuttal Managing Editor - Rescind Decision	۲	Edit	0	Edit	Remove Hide
Editor Invitation	Invite/Assign/Unassigr Editor	Editor - Editor Invited for Assignment	۲	Edit	0	Edit	Remove Hide
Editor Notice All Reviews Complete	General	Editor - Required Reviews Complete Editor in Chief - Required Reviews Complete	۲	Edit	0	Edit	Remove Hide
Editor Notice an Assignment was Undone	Invite/Assign/Unassigr Editor	Editor - Editor Unassigned Notification Editor in Chief - Editor Unassigned Notification Managing Editor - Editor Unassigned Notification	۲	Edit	0	Edit	Remove Hide
Editor Notice Author Agrees to Assignment	General	Editor - Author Agrees to Invitation Editor in Chief - Author Agrees to Invitation Managing Editor - Author Agrees to Invitation	۰	Edit	0	Edit	Remove Hide
Editor Notice Author Approve Changes	General	Editor - Author Returns Submission to Publication Editor in Chief - Author Returns Submission to Publication Managing Editor - Author Returns Submission to Publication	۲	Edit	0	Edit	Remove Hide
Editor Notice Author Declines Assignment	General	Editor - Author Declines Invitation Editor in Chief - Author Declines Invitation Managing Editor - Author Declines Invitation	۲	Edit	0	Edit	Remove Hide
Editor Notice Completed Review	General	Editor - Late Review	۲	Edit	0	Edit	Remove Hide
Editor Notice Reviewer Agrees to Review	General	Editor - Reviewer Agree Editor in Chief - Reviewer Agree	۲	Edit	0	Edit	Remove Hide
Editor Notice Reviewer Declines to Review	General	Editor - Reviewer Decline Editor in Chief - Reviewer Decline	۲	Edit	0	Edit	Remove Hide
Editor PDF Build Error	General	Editor - Editor PDF Build Error Editor in Chief - Editor PDF Build Error Managing Editor - Editor PDF Build Error	۲	Edit	0	Edit	Remove Hide

TO CONFIGURE: No configuration necessary.