



Aries Systems Corporation
50 High Street, Suite 21 North Andover, MA 01845 USA
PH +1 978.975.7570

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**Suggest Editor Enhancement:
Automatically Un-invite Editor and Promote Next Editor in Queue**
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This enhancement provides the option to set Editor invitations to expire in a defined number of days. The system will automatically un-invite the Editor and, if configured, will also invite the next Editor in the queue.

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Suggest Editor Enhancement: Automatically Un-invite Editor and Promote Next Editor in Queue

User role impact: EDITOR

This enhancement applies only to publications configured to use the Suggest Editor feature. Using this method of Editor assignment, EM suggests to the user a prioritized list of Editor candidates based on a specified set of criteria. The user selects candidates from the queue, and then the system automatically sends out one or more invitations at configurable intervals until an Editor agrees to handle the submission.

This enhancement enables a system administrator to define the length of time an Editor is given to respond to the invitation. After that time has passed the invitation expires. The system will automatically send the letter associated with the ActionManager event Un-invite Editor when an editor's invitation has expired. The system can also be configured to automatically invite the next Editor in the queue after an Editor's invitation has expired.

Expired invitation information is displayed on the Editor Selection Summary page, Editor Selection Summary – Search Results pages, and in the Submissions with Editors Invited – None Yet Assigned folder.

Detail of Editor Selection Summary page: Invited Editors list shows expired invitation status. Editors with permission have access to Re-invite link.

| Invited Editors | | | | |
|---------------------------------|---------------------------------|---------------------|---------------------|-----------|
| Name | Invitation Status | Date Invited | Date Closed | Options |
| Clara Barton ▾ | Invited | Mar 24 2022 08:12AM | | |
| Sam Adams ▾ | Declined | Mar 24 2022 08:12AM | | Re-invite |
| Cross R. Publication, MD, DDS ▾ | Un-invited - Expired Invitation | Mar 22 2022 08:07AM | Mar 24 2022 08:12AM | Re-invite |
| Editor Five, MD ▾ | Un-invited - Expired Invitation | Mar 22 2022 08:07AM | Mar 24 2022 08:12AM | Re-invite |

[All Editor Decline Reasons](#)
[View All Decline Reasons](#)

TO CONFIGURE:

New configuration options are added to **PolicyManager** > Suggest Editor Policies > Configure Suggest Editor Preferences page. In the Batch Parameters section of the page:

- Invitations expire after X days: Enter the desired number of days. If this field is left blank, invitations will not expire, and the system will not automatically uninvite Editors. Weekend days are not included in the count.
- Invite the next Editor in the queue when an invitation expires: Check this box to enable the system to automatically invite the next Editor.