

Welcome to the 17th Annual  
**EMUG BOSTON**

#EMUG2019



# EMUG 2019

## ProduXion Manager Bootcamp

### Introduction & Basic Overview

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US Client Services Manager  
[vbeaulac@ariessys.com](mailto:vbeaulac@ariessys.com)

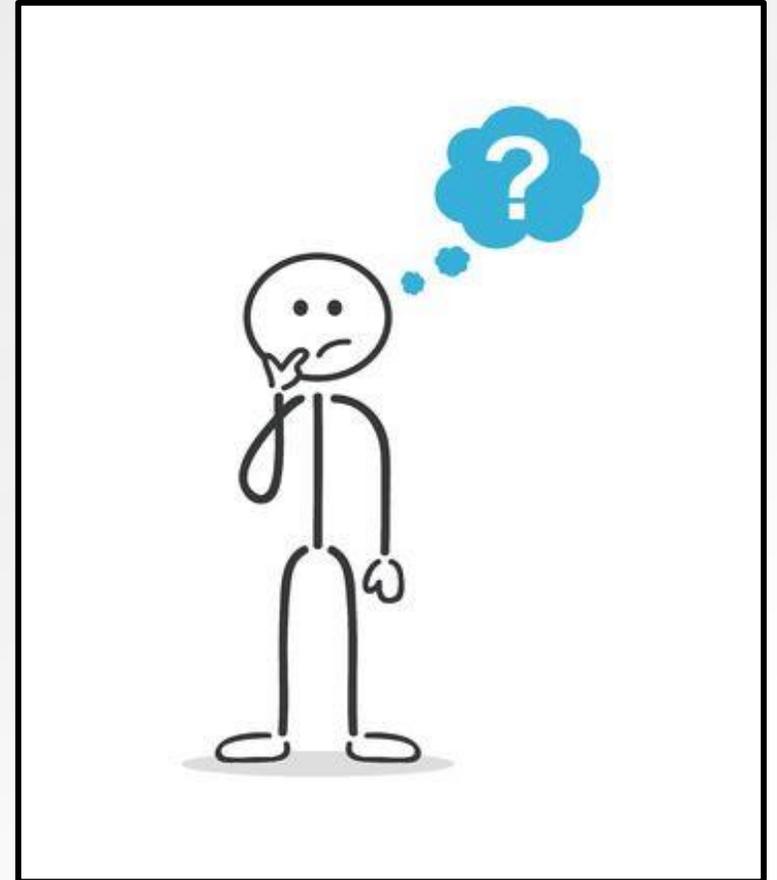
# Agenda

- What is ProduXion Manager?
- Getting Started
- Role Families
- 4 Ways to Get a Submission Into ProduXion Manager
- Production Status Grid
- Assigning a Production Task
- Schedule Groups



# What is ProduXion Manager?

- Companion product to Editorial Manager
- Offers a set of features that allow publications to manage activity outside of the peer-review workflow
- Production Tasks are used to track and manage assignments to outside vendors or freelancers



# Getting Started with ProduXion Manager...



# Main Page Overview

VICTORIA SCIBILIA

pm ProDuXion  
Manager®

Not logged in.

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Welcome to ProDuXion Manager® for  
VICTORIA SCIBILIA

# Main Page Overview

VICTORIA SCIBILIA



Not logged in.

[HOME](#) • [LOGIN](#) • [HELP](#) • [REGISTER](#) • [UPDATE MY INFORMATION](#) • [JOURNAL OVERVIEW](#)  
[MAIN MENU](#) • [CONTACT US](#) • [SUBMIT A MANUSCRIPT](#) • [INSTRUCTIONS FOR AUTHORS](#)

Welcome to ProduXion Manager® for  
VICTORIA SCIBILIA

[Insert Special Character](#)

Please Enter the Following

Username:   
Password:

[Author Login](#)

[Reviewer Login](#)

[Editor Login](#)

[Publisher Login](#)

Or Login via:  [What is ORCID?](#)

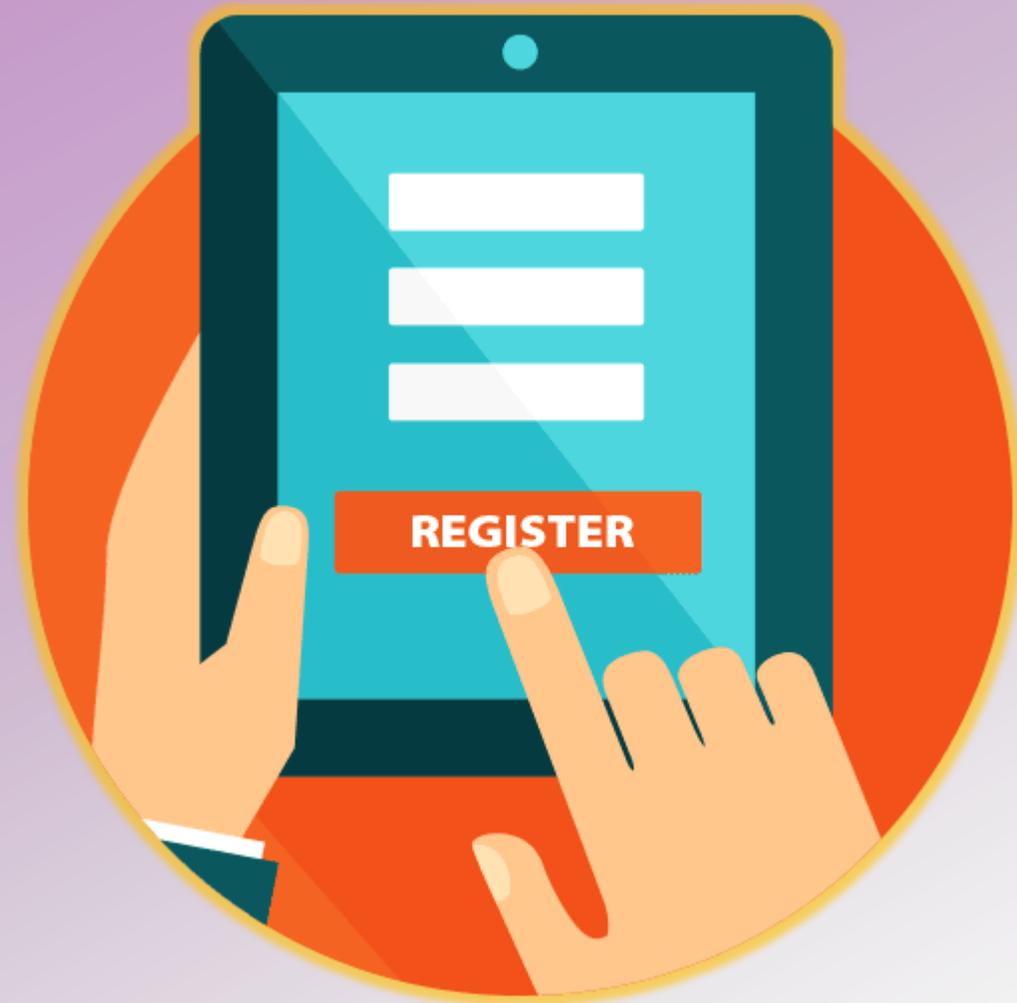
[Send Login Details](#)

[Register Now](#)

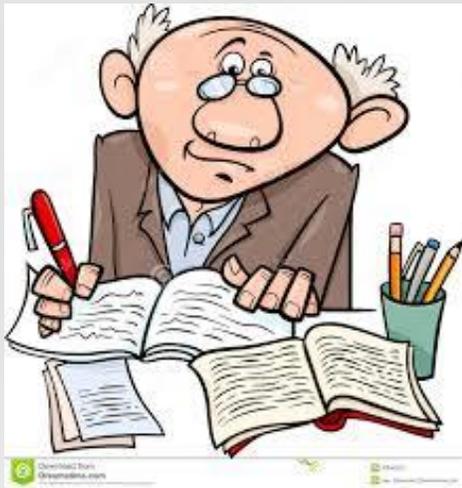
[Login Help](#)

Software Copyright © 2018 Aries Systems Corporation. [Privacy Policy](#)

# Role Families



Author Login



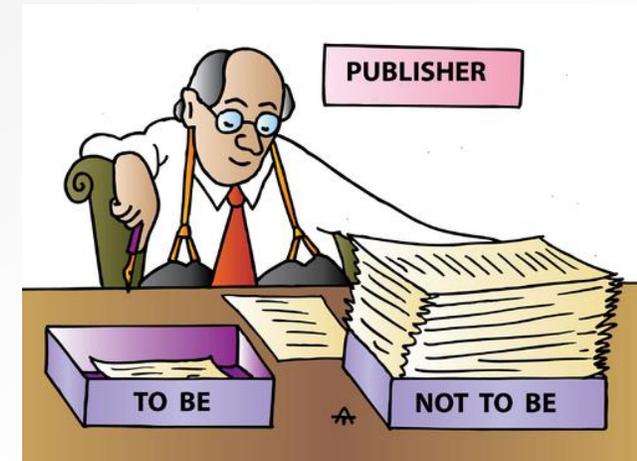
Editor Login



Reviewer Login



Publisher Login



# Role Families

Author Login

Reviewer Login

Editor Login

Publisher Login

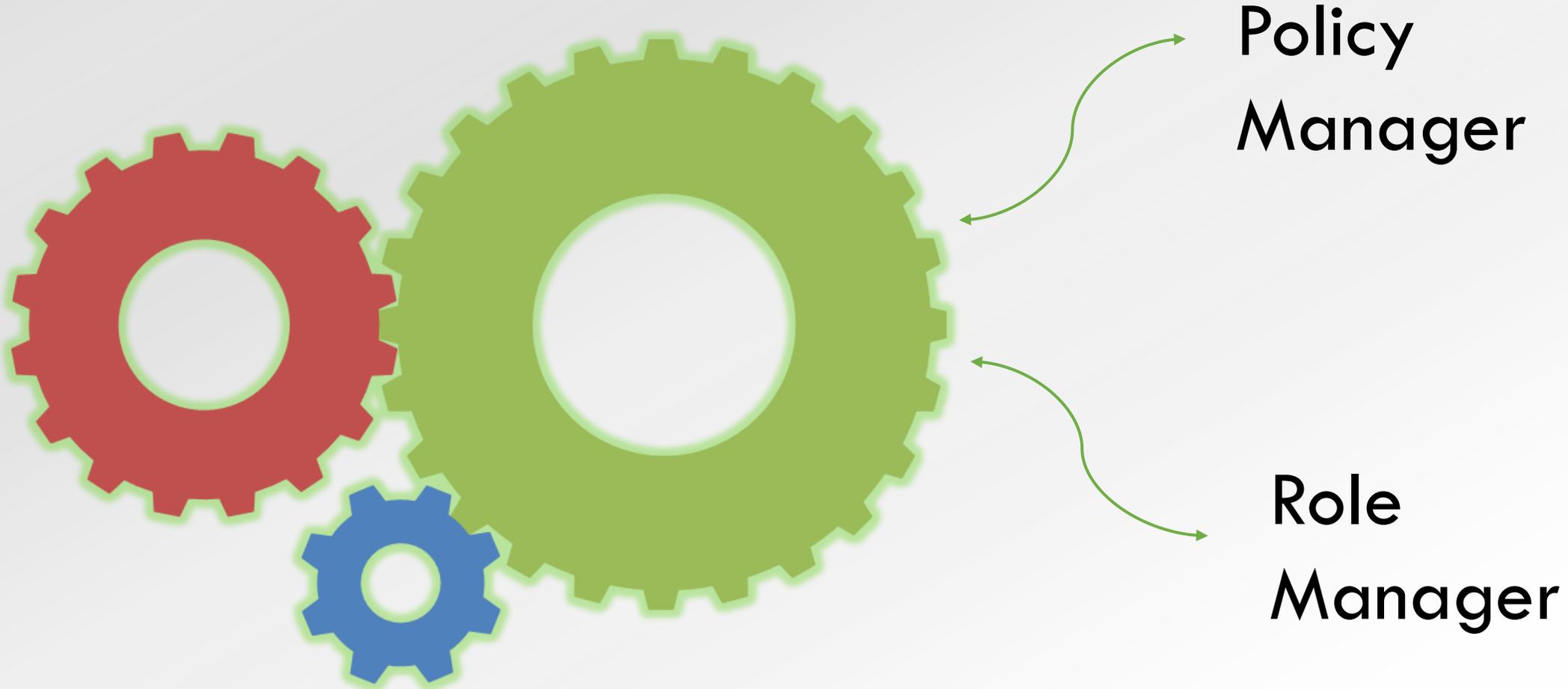


# Role Families

- Editor Roles: Can have as much access to the Production environment as the publication needs
  - Used for internal staff – Production Editors
- Publisher Roles: Less access to peer-review functionality
  - Used for third-party suppliers – External freelancers or vendors



# Configurations

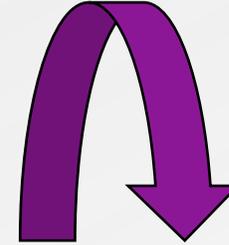


## PolicyManager Main Menu

[Expand All](#) [Collapse All](#)

- ⊕ Registration and Login Policies
- ⊕ Status Policies
- ⊕ Submission Policies
- ⊕ Questionnaire Policies
- ⊕ Additional Data Policies
- ⊕ Editor Assignment Policies
- ⊕ Reviewer and Editor Form Policies
- ⊕ E-mail and Letter Policies
- ⊕ General Policies
- ⊕ Discussion Forums
- ⊕ Linked Submissions Policies
- ⊕ Conference Submission Policies
- ⊕ Transmittal Policies
- ⊕ **ProduXion Manager**
  - ⊕ Configure Automatic Production Initiation
  - ⊕ Configure Automatic Copy of Target to Actual Publication Information
  - ⊕ Configure Book Processing
  - ⊕ Configure NIHMS Embargo Period Rules
  - ⊕ Configure Submission Workflows and Production Tasks
  - ⊕ Configure Schedule Group Production Tasks
  - ⊕ Set Author Production Task Deep Link Expiration
  - ⊕ Configure Identifiers Displayed in Production Tracking
  - ⊕ Configure Production Statuses
  - ⊕ Define National Holidays
  - ⊕ Configure Attachment Security
  - ⊕ Edit Instructions for Attachments
  - ⊕ Set Attachments Deep Link Policy

# Configurations



ProduXion Manager configurations are added to Policy Manager

## ProduXion Manager

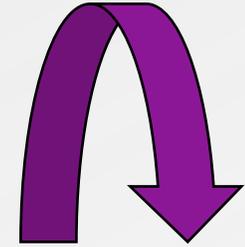
- Create Submission
- Initiate Production Manually
- Allow Task Assignment and Assignment to Schedule Group when Initiating Production
- Serve as Corresponding Production Editor
- Change Corresponding Production Editor
- View Schedule Groups
- Manage Schedule Groups
  - Assign Submissions to Multiple Schedule Groups
  - Copy Contents when Copying a Group
  - Automatically Cancel Production Task Assignments when Closing Schedule Groups
- Edit Submission Target Online Publication Date
- View Production Details
  - Use Production Details Layout:
- View Production Status Grid
- View At-Risk Submissions
- View All Submissions in Production
- End Production/Return to Production
- Assign Submission Production Task
- Assign Schedule Group Production Task
- Cancel Production Task Assignment
- Override Submission Production Task Due Date
- Override Schedule Group Production Task Due Date
- Receive Production Task
- Create Automated Submission Tasks Reminders
- Create Automated Schedule Group Tasks Reminders
- Send Production Reminders
- Run Production Task Assignment Totals Report
- Download Attachments
- Upload Attachments

Author Login

Editor Login

Publisher Login

# Configurations

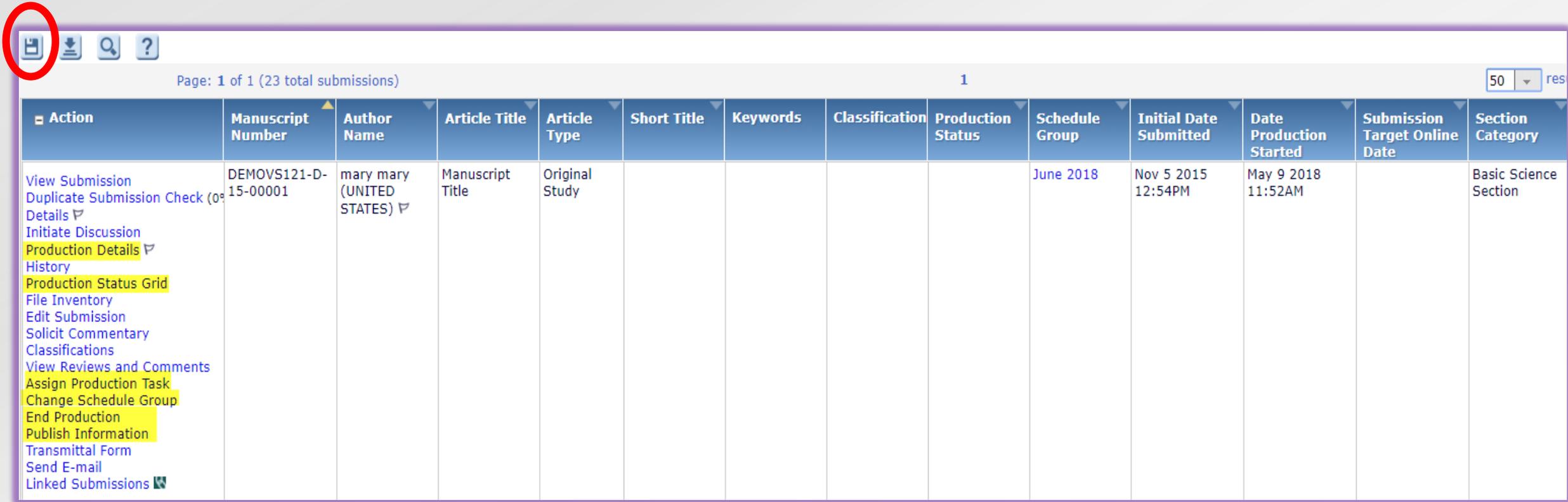


ProduXion Manager configurations are added to Role Manager for Authors, Editors, & Publishers



**Searching Submissions in ProduXion Manager**

# Searching Submissions in ProduXion Manager

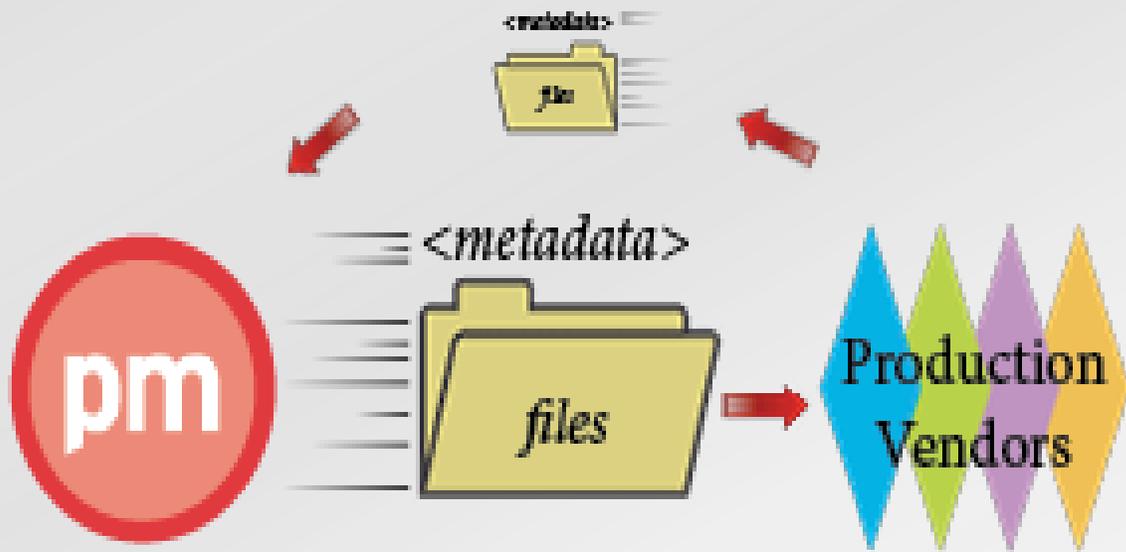


Page: 1 of 1 (23 total submissions) 1 50 res

Action	Manuscript Number	Author Name	Article Title	Article Type	Short Title	Keywords	Classification	Production Status	Schedule Group	Initial Date Submitted	Date Production Started	Submission Target Online Date	Section Category
<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (0)</a> <a href="#">Details</a> ▾ <a href="#">Initiate Discussion</a> <a href="#">Production Details</a> ▾ <a href="#">History</a> <a href="#">Production Status Grid</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Solicit Commentary</a> <a href="#">Classifications</a> <a href="#">View Reviews and Comments</a> <a href="#">Assign Production Task</a> <a href="#">Change Schedule Group</a> <a href="#">End Production</a> <a href="#">Publish Information</a> <a href="#">Transmittal Form</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a> 🗨	DEMOVS121-D-15-00001	mary mary (UNITED STATES) ▾	Manuscript Title	Original Study					June 2018	Nov 5 2015 12:54PM	May 9 2018 11:52AM		Basic Science Section

# 4 Ways to Get a Submission into ProduXion Manager...





- Final Disposition – Accept
- New Submissions – Initiate Production link
- Create Submission Interface
- Imports



**Final Disposition - Accept**

# Final Disposition - Accept

All Submissions with Editor's Decision

**Action**

Drag to reorder

- View Submission
- Details ▾
- History
- Unassign Editor
- File Inventory
- Edit Submission
- Solicit Commentary
- Assign Editor
- Notify Author
- Set Final Disposition**
- Initiate Production
- View Reviews and Comments
- Send E-mail
- Linked Submissions

Final Disposition:  ▾

# Final Disposition - Accept

Source Files					
Item Type	Item Description	File Name	Last Modified	Actions	Include Item in Publisher Zip File
PDF	PDF			<a href="#">View</a>	<input checked="" type="checkbox"/>
Manuscript		Test Manuscript.doc	Jul 11 2016 3:53PM	<a href="#">Download Item</a> <a href="#">Item Metadata</a>	<input checked="" type="checkbox"/>
Figure		flower.jpg	Jun 5 2018 5:14PM	<a href="#">Download Item</a> <a href="#">Item Metadata</a>	<input checked="" type="checkbox"/>
Figure		flower2.jpg	Jun 5 2018 5:14PM	<a href="#">Download Item</a> <a href="#">Item Metadata</a>	<input checked="" type="checkbox"/>

# Final Disposition - Accept

**Submission Metadata**

Include metadata in release to production

Item Description	Value	
Manuscript Number	DEMOVS141-D-18-00001	<a href="#">Help</a>
Revision Number	0	<a href="#">Help</a>
Article Title	Taming Temptation: Visual Perspective Impacts Consumption and Willingness to Pay For Unhealthy Foods	<a href="#">Help</a>
Article Type	Original Study	<a href="#">Help</a>
Initial Date Submitted	Oct 3 2017 11:36AM	<a href="#">Help</a>
Date Revision Submitted		<a href="#">Help</a>
Keyword		<a href="#">Help</a>
Classification Description		<a href="#">Help</a>
Section/Category Name		<a href="#">Help</a>
All Authors	mary mary; Brittany M. Christian; Lynden K. Miles; Sophie T. Kenyeri; Jennifer Mattschey; Victoria Scibilia	<a href="#">Help</a>
First Author First Name	mary	<a href="#">Help</a>
First Author Middle Name		<a href="#">Help</a>
First Author Last Name	mary	<a href="#">Help</a>
First Author Degree		<a href="#">Help</a>
Number of Color Figures	<input type="text"/>	<a href="#">Help</a>
Number of Line Drawings	<input type="text"/>	<a href="#">Help</a>
Number of Half Tone Figures	<input type="text"/>	<a href="#">Help</a>
Number of Tables	<input type="text"/>	<a href="#">Help</a>
DOI	<input type="text"/>	<a href="#">Help</a>
Table of Contents Position	<input type="text"/>	<a href="#">Help</a>
Page Range	<input type="text"/>	<a href="#">Help</a>
Publication Volume Number	<input type="text"/>	<a href="#">Help</a>
Publication Issue Number	<input type="text"/>	<a href="#">Help</a>
<b>CORRESPONDING AUTHOR INFORMATION</b>		
Title	Dr.	<a href="#">Help</a>
First Name	mary	<a href="#">Help</a>
Middle Name		<a href="#">Help</a>
Last Name	mary	<a href="#">Help</a>
Degree		<a href="#">Help</a>
Primary Phone Number	978-975-7570	<a href="#">Help</a>



# Final Disposition - Accept

## Notify Users of Final Disposition - Accept

The following user roles are configured to receive a letter for the Final Disposition - Accept event. To customize a particular letter, click the Letter Name link. Once you have customized a letter, an asterisk is displayed next to the person's name.

If you do not explicitly customize the letter for a particular person, the default letter is sent.

Name	Letter
mary mary (Publisher)	<a href="#">Publisher Notification of Accepted Manuscript</a>
Victoria Scibilia (Publisher)	<a href="#">Publisher Notification of Accepted Manuscript</a>

Back

Cancel Final Disposition

Send All Letters



# Final Disposition - Accept

Editorial Proposal Menu **Production Tasks**

## Managing Editor Production Tasks Menu

**Search**

[Search Submissions](#) | [Search People](#)

**To-Do List**

Submission Tasks Assigned to Me (0)  
Schedule Group Tasks Assigned to Me (0)  
'At-Risk' Submissions (0)

**Overview**

[Production Initiated - No Tasks Assigned \(1\)](#)  
[View All Submissions in Production \(8\)](#)  
[View All Production Tasks With Authors \(3\)](#)  
[Production Status Grid](#)

# Final Disposition - Accept

Production Initiated – No Tasks Assigned



The screenshot shows a dark blue header bar with a white square icon containing a minus sign, the word "Action" in white, and a small red triangle with a white 'x' inside. Below the header is a list of menu items in blue text. The first six items are highlighted with a yellow background: "View Submission", "Assign Production Task", "Assign to Schedule Group", "End Production", "Production Status Grid", and "Production Details" (which has a small white checkmark icon to its right). The remaining items are "History", "Transmittal Form", "File Inventory", "Edit Submission", "Send E-mail", and "Linked Submissions".

- View Submission
- Assign Production Task
- Assign to Schedule Group
- End Production
- Production Status Grid
- Production Details ✓
- History
- Transmittal Form
- File Inventory
- Edit Submission
- Send E-mail
- Linked Submissions

New Action Links are available in ProDuXion Manager:

- Assign Production Task
- Assign to Schedule Group
- End Production
- Production Status Grid
- Production Details

# Final Disposition - Accept

Policy  
Manager



- ProduXion Manager
  - Configure Automatic Production Initiation
  - Configure Automatic Copy of Target to Actual Publication Information
  - Configure Book Processing
  - Configure NIHMS Embargo Period Rules
  - Configure Submission Workflows and Production Tasks
  - Configure Schedule Group Production Tasks
  - Set Author Production Task Deep Link Expiration

## Configure Automatic Production Initiation

Set/Check the 'Initiate Production upon Setting Final Disposition' box to have EM automatically initiate production when the final disposition on a submission is set to 'Accept'.

You may also give Editor and Publisher Roles the 'Initiate Production' permission to allow them to do this manually at any stage before this point. Users with this permission will also be given additional options for assigning the submission to a Schedule Group and/or assigning an initial production task when production is initiated automatically as a result of setting the final disposition.

For Conference Submissions, note that only the 'Accept and Transmit' Final Disposition will automatically initiate production; 'Accept for Extraction' sets the final disposition.

Regular Submissions:

- Initiate Production upon Setting Final Disposition to 'Accept'
- Initiate Production upon Setting Final Disposition to 'Accept on Submission'

Conference Submissions:

- Initiate Production upon Setting Final Disposition to 'Accept and Transmit'



# **New Submissions - Initiate Production**

# New Submissions – Initiate Production

**Editor 'To-Do' List**

My Pending Assignments (25)

-  **New Submissions (18)**
- Revised Submissions (0)
-  **New Submissions Requiring Assignment (2)**
- Revised Submissions Requiring Assignment (0)
-  **Submissions Sent Back to Author for Approval (1)**
- New Assignments (0)
-  **Submissions with Required Reviews Complete (1)**
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)
- Submissions with Active Discussions (3) **1**

Reviews in Progress (0)

<ul style="list-style-type: none"><li><a href="#">View Submission</a></li><li><a href="#">Duplicate Submission Check (70%)</a></li><li><a href="#">Details ▾</a></li><li><a href="#">Initiate Discussion</a></li><li><a href="#">History</a></li><li><a href="#">Technical Check</a></li><li><a href="#">File Inventory</a></li><li><a href="#">Edit Submission</a></li><li><a href="#">Send Back to Author</a></li><li><a href="#">Remove Submission</a></li><li><a href="#">Classifications</a></li><li><a href="#">Set Final Disposition</a></li><li><a href="#">Initiate Production</a></li><li><a href="#">Send E-mail</a></li><li><a href="#">Linked Submissions</a></li></ul>	DEMOJES141-D-18-00039	Original Study	Low atmosphere drifting balloons: platforms for environment monitoring and forecast improvement	<a href="#">Bea Arthur ▾</a>	Mar 27 2018 3:34PM	Mar 27 2018 3:34PM	Manuscript Submitted
--	-----------------------	----------------	---	------------------------------	--------------------	--------------------	----------------------

# New Submissions – Initiate Production

## Initiate Production and Assign Production Task for Manuscript Number: DEMOJES141-D-18-00039

**Bea Arthur (UNITED STATES) : "Low atmosphere drifting balloons: platforms for environment monitoring and forecast improvement"**

From the 'Assign Submission to Schedule Group' drop-down menu below, either select 'Do not assign to Schedule Group' or select the name of the Schedule Group the submission will be assigned to. Then click the 'Proceed' button to continue with the Production Task assignment process.

You may also enter a Submission Target Online Publication Date specific to this submission. This will be used to schedule due dates for tasks which are configured to recognize this date.

**Assign Submission to Schedule Group:**

Do not assign to Schedule Group ▾

**Submission Target Online Publication Date:**

08/01/2018  (mm/dd/yyyy)

Cancel

Proceed

# New Submissions – Initiate Production

**Assign Production Task For Manuscript Number: DEMOJES141-D-18-00039**  
**Bea Arthur (UNITED STATES): "Low atmosphere drifting balloons: platforms for environment monitoring and forecast improvement"**

Select the production task you wish to assign. After the task is selected, a list of people who can be assigned to the task will appear.

To initiate production without assigning a production task, click the 'Proceed Without Selecting a Task' button.

**Schedule Group:** No Schedule Group Assigned

**Production Task:**  ▼

Cancel

Proceed with Selected Task

Proceed Without Selecting a Task

**You can choose to:**

1. Proceed With Assigning a Task
2. Proceed Without Assigning a Task

# New Submissions – Initiate Production

Cancel Assign Task and Send Letter

Schedule Group: No Schedule Group Assigned

Production Task: Logging/Verification

Task Assigned to:    
Patty ProdAssist/Production Assistant  
Paul ProdAssist/Production Assistant (mm/dd/yyyy)

Due Date: (mm/dd/yyyy)

Assignment  
Letter:

From: "mary mary" <jsnapke@ariessys.com>

To:

Letter Purpose: Production Task Assigned

Letter Subject: %PRODTASK% for Article DEMOJES141-D-18-00039 Has Been Assigned

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:

Letter Body:

Instructions:  
%PRODTASK\_INSTRUCTIONS%.  
Due Date: %PRODTASK\_DUE\_DATE%.  
Thank you.

## To-Do List

Submission Tasks Assigned to Me (249)

Schedule Group Tasks Assigned to Me (17)

At-Risk' Submissions (729)



# Create Submission Interface

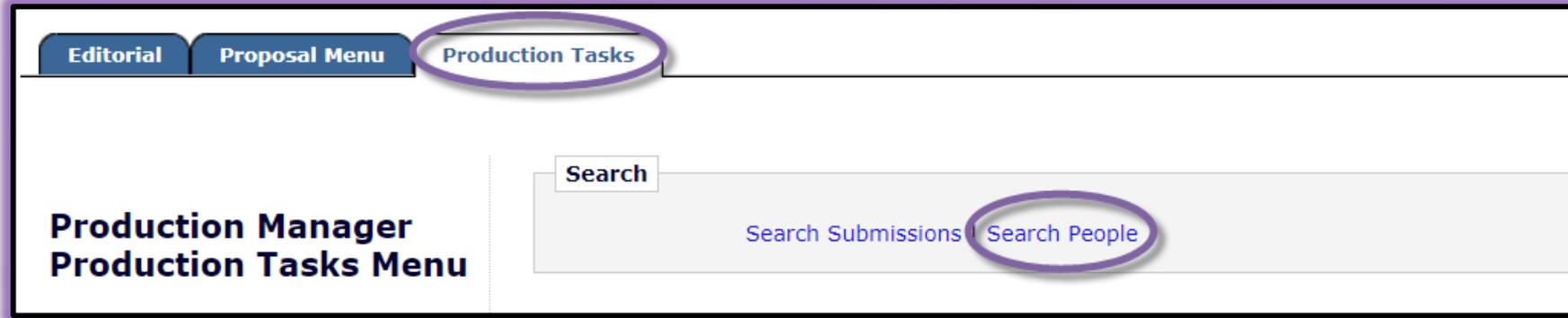
# Create Submission Interface

Role  
Manager

**ProduXion Manager**

- Create Submission
- Initiate Production Manually
- Allow Task Assignment and Assignment to Schedule Group when Initiating Production
- Serve as Corresponding Production Editor
- Change Corresponding Production Editor
- View Schedule Groups
- Manage Schedule Groups
  - Assign Submissions to Multiple Schedule Groups
  - Copy Contents when Copying a Group
  - Automatically Cancel Production Task Assignments when Closing Schedule Groups
- Edit Submission Target Online Publication Date
- View Production Details

# Create Submission Interface



The screenshot shows a web interface with three navigation tabs: "Editorial", "Proposal Menu", and "Production Tasks". The "Production Tasks" tab is selected and circled in purple. Below the tabs, on the left, is the text "Production Manager" and "Production Tasks Menu". On the right, there is a search bar with the label "Search" and two search options: "Search Submissions" and "Search People". The "Search People" option is circled in purple.



Merge People	Name ▲▼	City ▲▼	State or Province ▲▼
<input type="checkbox"/>	Arthur Author ▾		
<input type="checkbox"/>	Allan Author ▾		
<input type="checkbox"/>	Aaron Author ▾		

# Create Submission Interface

## Search People - Update Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

**Mr. Allan Author** ✓

Self-Registered:  
Jul 21 2017 01:19PM

Last Modified:  
Jul 21 2017 01:19PM

Inactivate this User

Send Login Details

\*\*The user will be sent an email with a link to reset their password. The password will not reset until the user clicks that link.

Create Submission

Exclude this user from receiving all batch and reminder emails:  
 Always  
 When Unavailable Dates are active

### User Information

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role: Author

Default Login Menu: Editorial Menu

Available as a Reviewer? Yes  No

Board Member? Yes  No

Forbidden as a Reviewer? Yes  No

Reviewer Role \* Reviewer

Publisher Role \* None

Editorial Role \* None

Editor Description

Activity Details

Additional People Details

### Personal Information

Title \* Mr. (Mr., Mrs., Dr., etc.)

Given/First Name \* Allan

Middle Name

Family/Last Name \* Author

Degree (Ph.D., M.D., etc.)

Preferred Name (nickname)

Telephone Number (including country code)

Secondary Phone (including country code)

- Create Submission is found in a user's profile record
- Role Manager permissions allow an Editor to see this option

# Create Submission Interface

## Create Submission

Enter Metadata

Add/Edit/Remove Authors

Attach Files

### Enter Metadata

Enter submission metadata below. Required fields are marked with \*.

\* Article Type:

Please Choose

Please Choose

Original Study

Editorial

Review

Rapid Communication

Case Report

Letter to the Editor

Commentary

Special Issue Article

Annual Meeting Abstract

**Enter Metadata**

---

Enter submission metadata below. Required fields are marked with \*.

---

\* **Article Type:**

\* **Title:**

**Secondary Full Title:**

**Short Title:**

**Section:**

**Manuscript Number:**   
 Check to have number auto-assigned

**Revision Number:**  *Select 0 if no revisions, or a number corresponding to the revision number*

**DOI:**

**Initial Date Submitted:**  (mm/dd/yyyy)

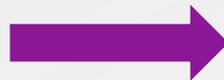
**Date Revision Submitted:**  (mm/dd/yyyy) *Enter the date a first revision or higher was received.*

**Final Decision Date:**  (mm/dd/yyyy)

**Date Final Disposition Set:**  (mm/dd/yyyy)

**Final Disposition Term:** Completed Accept

**Submission Target Online Publication Date:**  (mm/dd/yyyy)



**Classifications:**

**Abstract:**

**Author Comments:**

Please confirm you have approval from all Co-authors to submit this manuscript?

If you have submitted this manuscript to another publication please give details below

Character Count: 0  
  
 Limit 20000 characters

Please enter the **Word Count** of your manuscript

**Region of Origin:**

**Target Number of Pages:**

**Black and White Image Count:**

**Color Image Count:**

# Create Submission Interface

Please Add, Edit, or Remove Authors

Enter the names of anyone who contributed to your manuscript. The order of authors can be changed by updating the number in the 'Order' column. The corresponding author of the manuscript may be indicated.

**Current Author List**

... **Mr. Allan Author** [Corresponding Author]

+ Add Another Author

### Enter Author Details

Insert Special Characters

Given/First Name\*

Middle Name

Family/Last Name\*

Academic Degree(s)

Affiliation

E-mail Address\*

ORCID  [Fetch](#)

[What is ORCID?](#)

Institution

This is the corresponding author

Equal Contribution Status

Post-Publication Corresponding Author

# Create Submission Interface

Please Attach Files

Required **Items** are marked with a \*. When all **Items** have been attached, click **Next** at the bottom of the page.

Item \*Manuscript

Enter a **Description** and then either choose files or

Description Manuscript

Manuscript Word Count:

Choose Files

Editorial

Proposal Menu

Production Tasks

## Managing Editor Production Tasks Menu

Search

[Search Submissions](#) | [Search People](#)

To-Do List

Submission Tasks Assigned to Me (0)  
Schedule Group Tasks Assigned to Me (0)  
'At-Risk' Submissions (0)

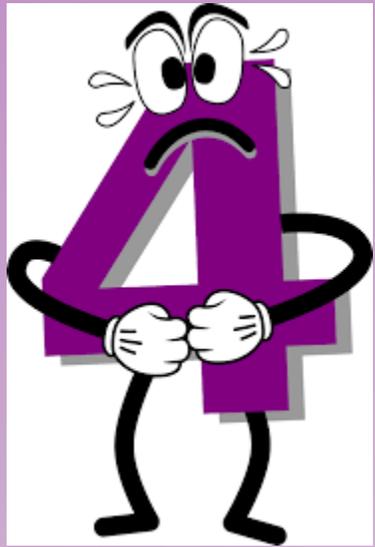
Overview

[Production Initiated – No Tasks Assigned \(1\)](#)

[View All Submissions in Production \(8\)](#)

[View All Production Tasks With Authors \(3\)](#)

[Production Status Grid](#)



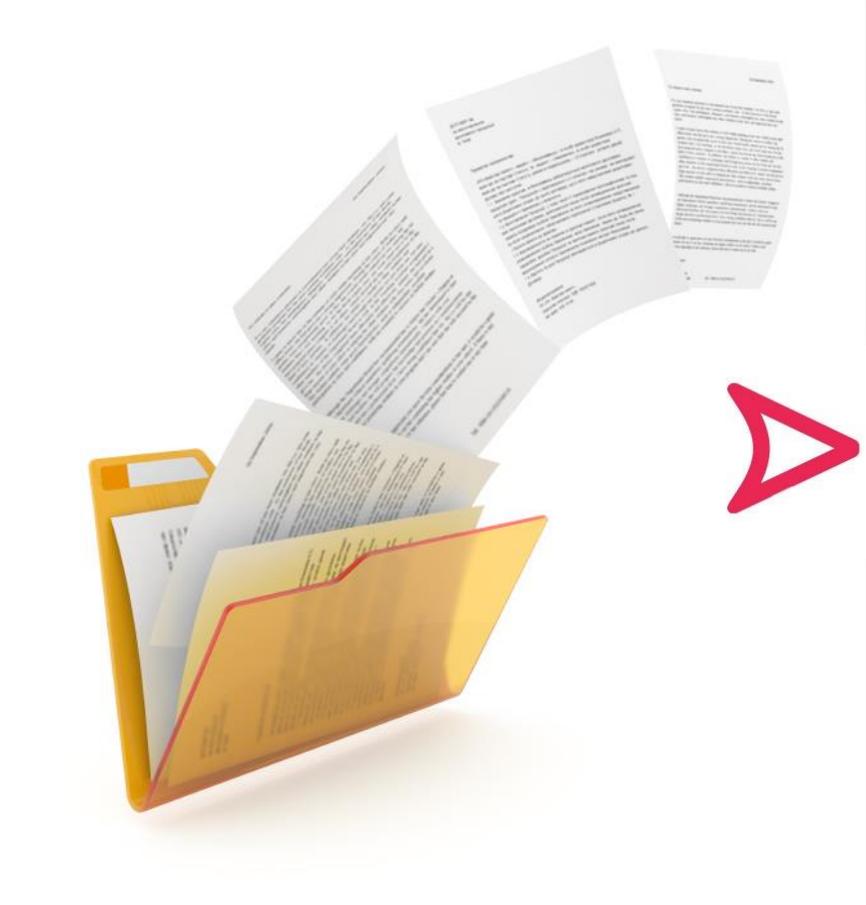
**Imports**

# Imports

- ProduXion Manager accepts submissions from other peer-review sites, such as Scholar One or EJP



# Imports



**Action**

- View Submission
- Assign Production Task
- Assign to Schedule Group
- End Production
- Production Status Grid
- Production Details ▾
- History
- Transmittal Form
- File Inventory
- Edit Submission

**Overview**

- Production Initiated - No Tasks Assigned (68)
- Submission Tasks I Have Assigned (2590)
- View All Submissions in Production (6180)
- View All Production Tasks With Authors (152)
- Production Status Grid

Submission drops into the Production Initiated – No Tasks Assigned folder

# Imports

## Import Profile Parameters for: JATS Manuscript Import (ProduXion Manager)

JATS Manuscript Import (ProduXion Manager) Failure Email Address:

JATS Manuscript Import (ProduXion Manager) Success Email Address:

\*\*An email address can be added for notification of successful and failed imports

# Production Initiated – No Tasks Assigned Folder

## Overview

[Production Initiated – No Tasks Assigned](#) (2)

[View All Submissions in Production](#) (9)

[View All Production Tasks With Authors](#) (3)

[Production Status Grid](#)

# Production Initiated – No Tasks Assigned

Action ▲	Manuscript Number ▲▼	Author Name ▲▼	Article Title ▲▼	Production Status ▲▼	Schedule Group ▲▼	Section/Category ▲▼	Article Type ▲▼	Initial Date Submitted ▲▼	Date Production Initiated ▲▼	Submission Target Online Date ▲▼
<a href="#">View Submission</a> <a href="#">Assign Production Task</a> <a href="#">Change Schedule Group</a> <a href="#">End Production</a> <a href="#">Production Status Grid</a> <a href="#">Production Details ▾</a> <a href="#">History</a> <a href="#">Transmittal Form</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>	DEMOJES141-D-18-00037	Allan Author (UNITED STATES)	Vol. 56, Iss. 6, Art. 2		v56n6		Original Study	Mar 22 2018 9:48AM	Mar 22 2018 10:42AM	

## Production Details

<b>Full Title:</b>	ProduXion Manager Bootcamp 2018
<b>Short Title:</b>	
<b>Corresponding Author:</b>	Allan Author  UNITED STATES <span style="background-color: yellow;">[Proxy]</span>
<b>Corresponding Author E-Mail:</b>	aaauthor@ariestrash.com
<b>Author Comments:</b>	<div style="text-align: right;"><a href="#">Insert Special Character</a></div> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Comments from the Author</div>
<b>Article Type:</b>	Original Study
<b>Section/Category:</b>	
<b>Keywords:</b>	
<b>Classifications:</b>	This manuscript does not have any Classifications.
<b>Technical Check:</b>	
<b>Requested Editor:</b>	
<b>Editorial Status Date:</b>	Jun 06 2018 04:01PM
<b>Current Editorial Status:</b>	Completed Accept
<b>Production Status:</b>	In Production <span style="float: right;"><a href="#">Top</a></span>
<b>Corresponding Production Editor:</b>	<input type="text" value="None"/> 
<b>Submission Target Online Publication Date:</b>	<input type="text"/>  (mm/dd/yyyy)
<b>Schedule Group Target Online Publication Date:</b>	
<b>Target Number of Pages:</b>	<input type="text" value="0"/>

## Production Details

<b>Transmittal Form:</b>	<a href="#">Link to Transmittal Form</a>
<b>Discussion Forum:</b>	<a href="#">Initiate Discussion</a>
<b>Submission Flags:</b>	
<b>Select Submissions Flags:</b>	<a href="#">Add/Edit Submission Flags</a> <span style="float: right;"><a href="#">Top</a></span>
<b>Final Disposition Term:</b>	Accepted

### Abstract: [Top](#)

ProduXion Manager® users are publishers, freelancers, composition vendors and authors. On manuscript acceptance, files and metadata are automatically transferred to ProduXion Manager for workflow processing.

### Manuscript Notes: [Top](#)

Display Manuscript Notes Flag

[Insert Special Character](#)

### Additional Information

 **Questionnaire Responses**

**Production Tasks** [Top](#)

**Duplicate Submission Check:**

Cancel

Save

Save and Close

## Production Tasks

**Description:** Manuscript QC  
**Production Task Status:** Completed  
**Assigned To:** Piper Production ▾ [Proxy]  
**Date Assigned:** May 9 2018 12:45PM  
**Date Task Due:** May 14 2018 11:59PM  
**Completed** May 9 2018 12:46PM

**Description:** Author Notification - MS in Production  
**Production Task Status:** Completed  
**Assigned To:** mary mary ▾ [Proxy]  
**Date Assigned:** May 9 2018 12:46PM  
**Date Task Due:** May 9 2018 11:59PM  
**Completed** May 9 2018 12:46PM

**Description:** Copyediting to Vendor  
**Production Task Status:** Completed  
**Assigned To:** Victoria Vendor ▾ [Proxy]  
**Date Assigned:** May 9 2018 12:46PM  
**Date Task Due:** May 9 2018 11:59PM  
**Completed** May 9 2018 12:50PM

★ Production Tasks begin to populate on the Production Details page as the workflow proceeds.

# File Inventory

Download Selections as Zip File Close Save and Close

**Submission Files**

Check All Clear All	Action	Item	Description	Item Family	File Name	Size	Modified	Display On TF
<input type="checkbox"/>	Download	Manuscript	Manuscript	Document	Manuscript.doc	30 KB	Apr 18, 2018	✓
<input type="checkbox"/>	Download	Figure	Figure 1	Figure	rose-flower-14.jpg	425.7 KB	Apr 02, 2018	✓
<input type="checkbox"/>	Download	Figure	Figure 2	Figure	Rose 2.jpg	564.6 KB	Apr 02, 2018	✓
<input type="checkbox"/>	Download	Figure	Figure 3	Figure	Rose 3.jpg	72.4 KB	Apr 02, 2018	✓

**Companion Files** Upload Companion File

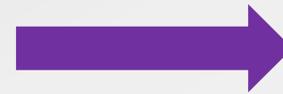
Check All Clear All	Action	Color ▲▼	Item ▲▼	Description <small>(Limit 256 characters)</small> ▲▼ Expand All Collapse All	Item Family ▲▼	File Name ▲▼	Size ▲▼	Modified ▲▼	Operator ▲▼	Display On TF
<input type="checkbox"/>	Download Replace Hide	Change	Initial Proof ▼	Initial Proof	Document	Initial Proof Document.doc	30 KB	Apr 30, 2018	Veronica Vendor, Proof Vendor	

Hide Selected Companion Files Upload Companion File

Download Selections as Zip File Close Save and Close

# Assigning a Production Task

-  View Production Status Grid
-  View At-Risk Submissions
-  View All Submissions in Production
-  End Production/Return to Production
-  Assign Submission Production Task
-  Assign Schedule Group Production Task
-  Cancel Production Task Assignment
-  Override Submission Production Task Due Date
-  Override Schedule Group Production Task Due Date
-  Receive Production Task
-  Create Automated Submission Tasks Reminders
-  Create Automated Schedule Group Tasks Reminders
-  Send Production Reminders
-  Run Production Task Assignment Totals Report
-  Download Attachments
-  Upload Attachments



## Action

- Assign Production Task
- Change Schedule Group
- Production Status Grid
- Production Details 
- History
- Transmittal Form
- File Inventory
- Send E-mail



# Assigning Production Tasks

# Assigning Production Tasks

## Production Tasks allow you to do the following:

- Assign a submission to a person for processing
- Set due dates for each task within the workflow
- Control who can carry out each task
- Choose which files are automatically sent as part of the assignment
- Recipients can upload new files
- Dates are automatically recorded for each task/activity



How do I assign a production task?

<a href="#">Assign Production Task</a> <a href="#">Assign to Schedule Group</a> <a href="#">End Production</a> <a href="#">Production Status Grid</a> <a href="#">Production Details ▾</a> <a href="#">History</a> <a href="#">Transmittal Form</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send E-mail</a> <a href="#">Linked Submissions</a>		Allan Author ▾ (UNITED STATES)	ProduXion Manager Bootcamp 2018	NA			Original Study	Jun 06 2018 04:01PM	Jun 06 2018 04:01PM
---	--	--------------------------------------	------------------------------------	----	--	--	-------------------	------------------------	------------------------

# Assigning Production Tasks

YAY! I know how to assign a production task!



## Production Editor Production Tasks Menu

### Search

[Search People](#)

### To-Do List

[Submission Tasks Assigned to Me \(0\)](#)

[Schedule Group Tasks Assigned to Me \(0\)](#)

['At-Risk' Submissions \(0\)](#)

### Overview

[Submission Tasks I Have Assigned \(6\)](#)

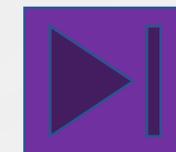
[View All Submissions in Production \(10\)](#)

[View All Production Tasks With Authors \(3\)](#)

[Production Status Grid](#)

# Production Status Grid

# Production Status Grid



Production Status	Date Production Started	Submission Target Online Date	Initial Intake	Conversion	Copyediting	Author Notification of Proof	Initial Proof	Author Proof	Editor Proof	Compile Proof Edits
	Apr 10, 2018		Submitted Apr 10, 2018 Penelope Passistant	Submitted Apr 10, 2018 Veronica Vendor	Submitted Apr 10, 2018 Fred Freelancer	Submitted Apr 10, 2018 Allan Author	Submitted Apr 10, 2018 Veronica Vendor  Slip: 38 days	Submitted Apr 13, 2018 Allan Author	Due Apr 15, 2018 Polly Production	
	Apr 13, 2018		Submitted Apr 13, 2018 Penelope Passistant	Submitted Apr 13, 2018 Veronica Vendor	Submitted Apr 13, 2018 Fred Freelancer	Submitted Apr 13, 2018 Allan Author	Submitted Apr 13, 2018 Veronica Vendor	Submitted Apr 13, 2018 Allan Author	Submitted Apr 13, 2018 Polly Production	Due Apr 18, 2018 Penelope Passistant
	Apr 24, 2018		Due May 05, 2018 Penelope Passistant				Must Start: May 29, 2018  Slip: 13 days			
Ready for Production	Apr 30, 2018						Submitted May 02, 2018 Veronica Vendor	Due May 07, 2018 Allan Author	Due May 07, 2018 Polly Production	

# Production Status Grid

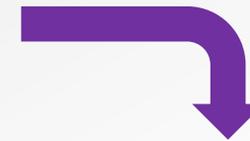
☰ **ProduXion Manager**

- Configure Automatic Production Initiation
- Configure Automatic Copy of Target to Actual Publication Information
- Configure Book Processing
- Configure NIHMS Embargo Period Rules
- Configure Submission Workflows and Production Tasks**
- Configure Schedule Group Production Tasks
- Set Author Production Task Deep Link Expiration
- Configure Identifiers Displayed in Production Tracking



**Standard**  
All Submission Production Tasks

Copy **Edit**



**Scheduling and Due Date Options**

- Show Task in Production Status Grid
- Include this task in 'At Risk' and 'Must Start By' date display



# Schedule Groups

## Scheduling

[Manage Schedule Groups](#)

[Add Schedule Group](#)

[Closed Schedule Groups](#)

Submit

Cancel

Submit and Add Submissions to Group

Schedule Group Description:

[Insert Special Character](#)

July 2018

Maximum Schedule Group Description is

Schedule Group Notes:

Schedule Group Target Online Publication Date:

07/01/2018



(mm/dd/yyyy)

Schedule Group Target Publication Date:

07/01/2018



(mm/dd/yyyy)

Schedule Group Target Publication Volume:

7

Year:

2018

Schedule Group Target Publication Issue:

Target Number of Submissions:

100

Page Budget:

75

Black and White Image Budget:

12

Color Image Budget:

12

# Schedule Groups



Submissions with no Schedule Group										
Check All Clear All	Action ▲	Manuscript Number ▲▼	Author Name ▲▼	Article Title ▲▼	Section/ Category ▲▼	Article Type ▲▼	Initial Date Submitted ▲▼	Date Production Initiated ▲▼	Submission Target Online Date ▲▼	
<input type="checkbox"/>	<a href="#">Production Details</a> ▼ <a href="#">Transmittal Form</a> <a href="#">Linked Submissions</a>	DEMOVS141-D-18-00001	mary mary (UNITED STATES)	Taming Temptation: Visual Perspective Impacts Consumption andWillingness to Pay For Unhealthy Foods		Original Study	Oct 3 2017 11:36AM	Jun 5 2018 6:14PM		
<input type="checkbox"/>	<a href="#">Production Details</a> ▼ <a href="#">Transmittal Form</a> <a href="#">Linked Submissions</a>	DEMOVS141-D-17- 00001R1	mary mary (UNITED STATES)	Different Deadlines for Different Revision Decisions		Original Study	Dec 29 2017 2:32PM	May 9 2018 10:36AM		
<input type="checkbox"/>	<a href="#">Production Details</a> ▼ <a href="#">Transmittal Form</a> <a href="#">Linked Submissions</a>	DEMOVS141-D-18-00004	mary mary (UNITED STATES)	MS Number Test		Original Study	Feb 27 2018 11:31AM	May 7 2018 2:23PM		
<input type="checkbox"/>	<a href="#">Production Details</a> ▼ <a href="#">Transmittal Form</a>	DEMOVS141-D-18-00011	mary mary (UNITED	Low atmosphere drifting balloons: platforms for environment monitoring and forecast improvement		Original Study	May 8 2018 3:45PM	May 8 2018 3:46PM		

# Schedule Groups

## Production Status Grid

Editor Corrections/Approval of Proof	Final Proof Approval	Author Receives Final Proof	Schedule Group	Section Category	Article Type	Target TOC Position
Submitted May 09 2018 12:33PM Piper Production	Submitted May 09 2018 12:35PM Patricia Proof		June 2018	Basic Science Section	Original Study	1



# Managing Schedule Groups

# Managing Schedule Groups

## Scheduling

[Manage Schedule Groups](#)

[Add Schedule Group](#)

[Closed Schedule Groups](#)

## Manage Schedule Groups

Page: 1 of 1 (2 total Schedule Groups)

<b>Action</b>	<b>Schedule Group</b>	<b>Target Number of Submissions</b>	<b>Current Number of Submissions</b>	<b>Page Budget</b>	<b>Current Page Total</b>	<b>Target Publication Date</b>
<a href="#">Assign Production Task</a> <a href="#">Edit Group Details</a> <a href="#">Production Status Grid</a> <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Copy Group</a> <a href="#">Close Group</a>	June 2018	0	1	0	0	
<a href="#">Assign Production Task</a> <a href="#">Edit Group Details</a> <a href="#">Production Status Grid</a> <a href="#">History</a> <a href="#">File Inventory</a> <a href="#">Copy Group</a> <a href="#">Close Group</a>	July 2018	100	0	75	0	Jul 1 2018 12:00AM

# Managing Schedule Groups

## Edit Schedule Group Details/Add Submissions

**Schedule Group Description:**

[Insert Special Character](#)

*Maximum Schedule Group Description is 100 c*

**Schedule Group Notes:**

**Schedule Group Target Online Publication Date:**



(mm/dd/yyyy)

**Schedule Group Target Publication Date:**



(mm/dd/yyyy)

**Schedule Group Target Publication Volume:**

# Managing Schedule Groups

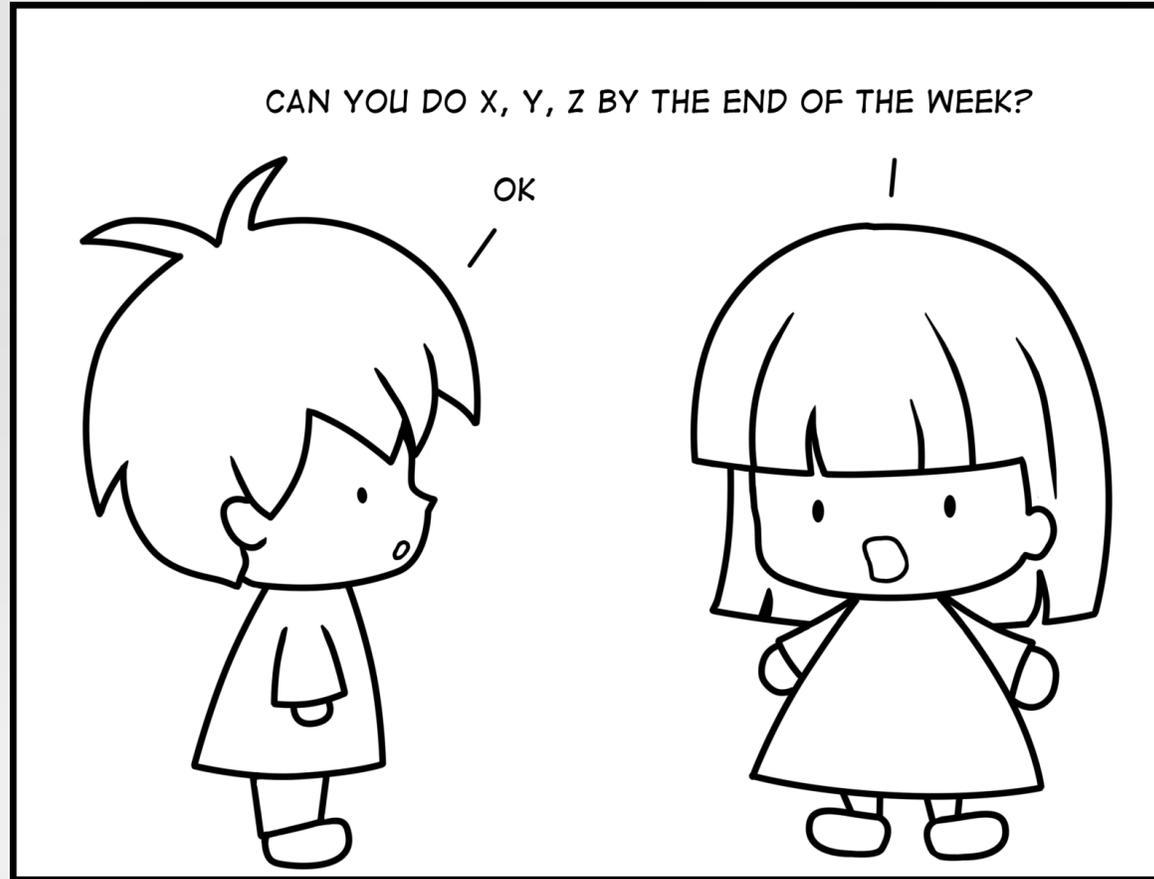
**Add Submission to Group June 2018**

Select one or more submissions and click the 'Add to Schedule Group' button to add them to the Schedule Group. The submission will be removed from all Schedule Groups it is currently assigned to.

[Select from Unassigned Submissions](#)

**Schedule Groups**

[Select from Submissions Currently Assigned to Other Schedule Groups](#)



# Assigning Schedule Group Production Tasks

## Manage Schedule Groups

### Action

Assign Production Task

Edit Group Details

Production Status Grid

History

File Inventory

Copy Group

Close Group

## Assign Production Task for Schedule Group

Select the production task you wish to assign. After the task is selected, a list of people who can be assigned the task will appear.

**Schedule Group:** [October 2018](#)

**Production Task:**

### SCHEDULE GROUP TASK HISTORY

Date Task Assigned	Production Task	Date Task Due	Assigned By	Assigned To	Production Task Status	Date Task Closed	Closed By	Assigned Task Files
Apr 13, 2018	Issue Creation	Apr 18, 2018	Polly Production	Penelope Passistant	Completed	Apr 13, 2018	Penelope Passistant [Proxied by Polly Production]	No Assigned Files

Cancel

Proceed with Selected Task

# Assigning Schedule Group Production Tasks

Cancel Assign Task and Send Letter

Schedule Group: October 2018

Production Task: Issue Proof

Task Assigned to: **Veronica Vendor / Proof Vendor**

Due Date: 06/17/2018  (mm/dd/yyyy)

Assignment Letter:

From: "Polly Production" <testest@ariestrash.com>

To: **Veronica Vendor**

Letter Purpose: Production Task Assignment

Letter Subject: Please complete the following production task assignment

### Companion Files

Upload New Companion File

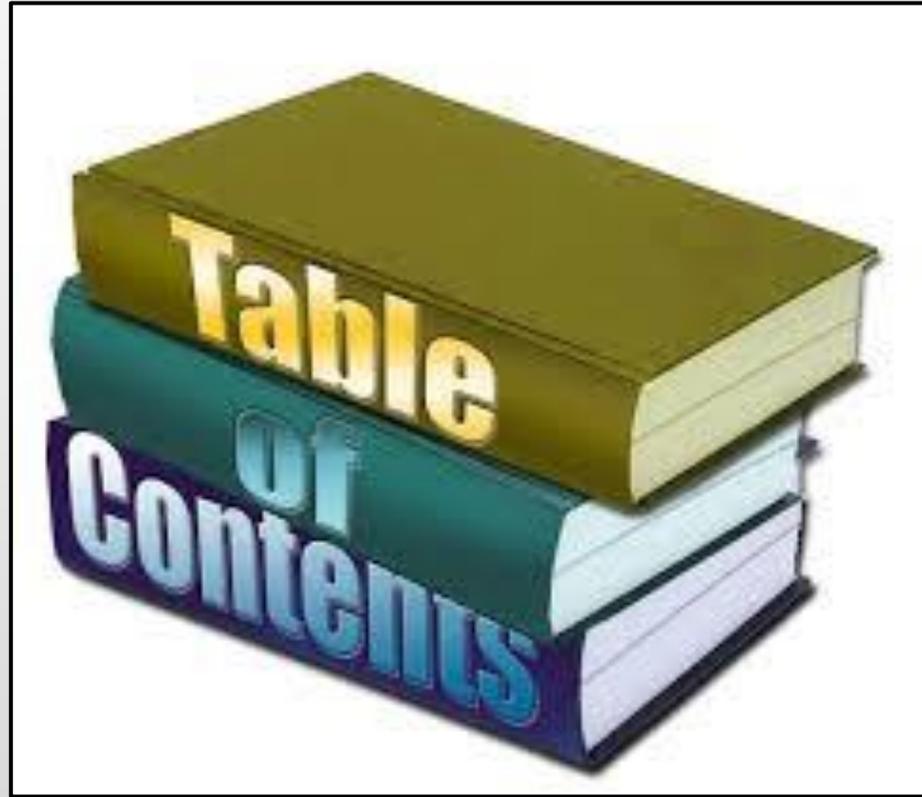
Select Companion Files from Submissions

Cancel

Assign Task and Send Letter

### Associated Companion Files

Select File	Sub. TOC Position ▲ ▼	Submission	Color Code ▲ ▼	Item ▲ ▼	Description ▲ ▼
<input type="checkbox"/>	4	JJDEMO-D-18-00002 Allan Author (UNITED STATES) Sample Paper for PM workflow		Converted Manuscript	Initial conversion
<input type="checkbox"/>	4	JJDEMO-D-18-00002 Allan Author (UNITED STATES) Sample Paper for PM workflow		Copyedited Manuscript	copyeditor
<input type="checkbox"/>	4	JJDEMO-D-18-00002 Allan Author (UNITED STATES) Sample Paper for PM workflow		Editor Proof	



# Adding Headers to Schedule Groups

# Adding Headers to Schedule Groups

Actions	Target TOC Position	Manuscript Number	Article Type	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	Article Title	Submission Target Online Date	Black and White Image Count	Color Image Count
Remove Header Edit Header	1		Cover Image		0							
Production Details  ! Transmittal Form Remove from Group	2	JJDEMO-D-18-00004	Original Study	Allan Author	0				Test of Create Submission	Jul 01, 2018	0	0
Remove Header Edit Header	3		Advertisement		0							
Production Details  Transmittal Form Remove from Group	4	JJDEMO-D-18-00002	Original Study	Allan Author	0				Sample Paper for PM workflow		0	0
Remove Header Edit Header	5		CME Test		0							
Production Details  Transmittal Form Remove from Group	6		Original Study	Allan Author	0				Testing for Staff Training		0	0

## Scheduling

[Manage Schedule Groups](#)

[Add Schedule Group](#)

[Closed Schedule Groups](#)

## Manage Schedule Groups

Page: 1 of 1 (2 total Schedule Groups)

Action	Schedule Group	Target Number of Submissions	Current Number of Submissions	Page Budget	Current Page Total	Target Publication Date
<a href="#">Assign Production Task</a> <a href="#">Edit Group Details</a> <a href="#">Production Status Grid History</a> <a href="#">File Inventory</a> <a href="#">Copy Group</a>	June 2018	0	1	0	0	

## 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	Article Title	Section/Category	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>	1	DEMOVS121-D-15-00001	Original Study	mary mary	0				Manuscript Title	Basic Science Section	0	0
<a href="#">Save Changes</a> <a href="#">Cancel Changes</a>	2	Cover										

[Update TOC](#) [Insert Header](#)

# Adding Headers to Schedule Groups

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	Article Title
<a href="#">Production Details</a>  <a href="#">Transmittal Form</a> <a href="#">Remove from Group</a> <a href="#">Linked Submissions</a> 	1	DEMOVS121-D-15-00001	Original Study	mary mary	0				Manuscript Title
<a href="#">Remove Header</a> <a href="#">Edit Header</a>	2		Cover		0				

[Update TOC](#) [Insert Header](#)



# Copying Schedule Groups

# Copying Schedule Groups

## Manage Schedule Groups

**Action**

- Assign Production Task
- Edit Group Details
- Production Status Grid
- History
- File Inventory
- Copy Group**
- Close Group

## Copy Schedule Group: Confirm Data to Copy

Please confirm the information to copy when creating the new Schedule Group. When copying TOC entries, new Submissions are not created; instead, the existing Submissions are initially assigned to both the original and copy. For TOC Header entries, a new, independent copy of each Header is created in the new group.

- Copy Schedule Group Metadata only
- Copy Schedule Group Table of Contents only
- Copy Metadata plus Table of Contents

Cancel

Proceed



# Closing Schedule Groups

# Closing Schedule Groups

Manage Schedule Groups	
Page: 1 of	
Action	Schedule Group
<a href="#">Assign Production Task</a>	2018 Issue Template
<a href="#">Edit Group Details</a>	
<a href="#">Production Status Grid</a>	
<a href="#">History</a>	
<a href="#">File Inventory</a>	
<a href="#">Copy Group</a>	
<a href="#">Close Group</a>	

The "August 2018" Schedule Group has open production tasks associated with it:

- 3 Submissions have open submission production tasks.
  - Click this [Production Status Grid](#) link to cancel the Close Group process and switch to a list of production tasks associated with this Schedule Group.
- 1 Schedule Group Production Task is still in progress.
  - Click this [History](#) link to display information for this Schedule Group.

To cancel these tasks automatically and close the group, click one of the following buttons depending on whether you want to send cancellation letters. Submissions that have no open tasks but are still in production will have production ended on them.

[Close Group and Send Letters](#)

[Close Group without Sending Letters](#)

To leave the group open without cancelling any tasks, click 'Do Not Close Group'.

[Do Not Close Group](#)

# Closing Schedule Groups

Scheduling

- Manage Schedule Groups
- Add Schedule Group
- Closed Schedule Groups**

**Closed Schedule Groups**

The Schedule Groups listed below have been closed.

Page: 1 of 1

Action	Schedule Group
Re-open Group Production Status Grid	September 2018
Re-open Group Production Status Grid	July 2018
Re-open Group Production Status Grid	September 2018

★ Schedule groups can be re-opened once they are closed



# ProduXion Manager Reporting

# Produxion Manager Reporting

## 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

Automated &  
Manual Reports  
are offered in  
Produxion  
Manager

Questions

?

?

Answers

?

Thank You!