

RELEASE NOTES DIGEST 14.0

GENERAL ENHANCEMENTS

Editor Signposting	<p>Visual, color-coded indicators can now be used to help Editors quickly establish which folders and submissions require the most attention. This makes it easier for Editors to ensure submissions in the workflow don't fall behind schedule.</p> <p>How configured: Via a new Configure Warning Thresholds section in PolicyManager, new Editor "View" permission in RoleManager</p> <p>Time to configure: About 15 minutes</p>
Automated Editor Summary Reminder Enhancements	<p>Automated Editor Summary Reminders (AESRs) have been enhanced to incorporate the new Editor Signposting feature into reminder letters. New merge fields have been created to allow the inclusion of signposting in letters, giving Editors another way to quickly gauge their current assignment workload.</p> <p>How configured: New merge fields must be added to AESR letter templates</p> <p>Time to configure: About 15 minutes</p>
Editor Description Field Expansion	<p>The maximum character length for a user's Editor Description Field has been increased from 100 to 256 characters. This allows publications greater flexibility when defining an individual Editor's responsibilities, without needing to create multiple, uniquely named roles with the same set of permissions.</p> <p>How configured: No configuration necessary</p>
Unavailable Dates Enhancements for Editor Selection	<p>Users can now filter Editor searches by Unavailable Dates, making it easier to find Editors available for assignment. Unavailable Dates also display the actual start/stop date of an Editor's absence during certain Editor-related events (submission assignment, reassignment, discussion invitations, etc.).</p> <p>How configured: Configure Unavailability Check and Instructions in PolicyManager</p> <p>Time to configure: Less than 5 minutes</p>
Editor Decision Phrases	<p>Editors can now maintain a consistent voice when communicating with Authors through a bank of publication-defined, regularly used, decision phrases. This allows Editors to quickly insert additional comments into decision letters. It saves Editors time when making decisions, as they no longer need to repeatedly type out regularly used comments for each decision letter.</p> <p>How configured: Via a new Configure Editor Decision Phrases page in PolicyManager</p> <p>Time to configure: About 15 minutes</p>

Discussion Forum Unread Post Indicators	<p>New visual prompts have been added to discussion-related folders and discussion threads, allowing Editors to quickly see that a discussion has unread posts. A numerical value displays the number of posts that have not been read since they were posted, allowing Editors to identify which discussions require action.</p> <p>How configured: A new Configure Discussion Forum Settings page in PolicyManager</p> <p>Time to configure: Less than 5 minutes</p>
Suggest/Oppose Reviewers Interface Redesign	<p>The Author submission step Suggest/Oppose Reviewers has been redesigned to help streamline data entry from the user. The page has been enhanced with features similar to the current Add/Edit/Remove Authors submission step, allowing for easier addition of Reviewer information.</p> <p>How configured: No configuration necessary</p>
Proposed Reviewers Ranking and Flag Enhancements	<p>Reviewers suggested by Editors can now be ranked by the order the Reviewer should be invited. This helps streamline the Reviewer invitation process in certain workflows, where Editors suggest Reviewers for other Editors. A new flag has also been created, which allows Editors to easily identify and search for Proposed Reviewers.</p> <p>How configured: No configuration necessary</p>
Reviewer Discovery Proxy Registration Restrictions	<p>A new feature can be used to prevent Editors from registering a new user via the Reviewer Discovery ProQuest tool if the user being registered already has an account within the EM site. This reduces instances of duplicate accounts being created.</p> <p>How configured: Set Duplicate E-mail Address Policy page in PolicyManager</p> <p>Time to configure: Less than 5 minutes</p>
“Author Notified Date” Added to “All Submissions with Editor’s Decision” Folder	<p>A new Author Notified Date column has been added to an Editor’s All Submissions with Editor’s Decision folder. This allows Editors to quickly sort submissions in which the Author has been notified against those that have not. The column also displays a Notify Author link or the date the Author was notified, depending on the submission’s state.</p> <p>How configured: No configuration necessary</p>
“Authors Invited” Addition to Proposal Folders	<p>A new Authors Invited column has been added to select Proposals with Invitations in Progress folders. This allows Editors to quickly click into invited Authors’ people information record via individual hyperlinks. This makes it easier for Editors to pull details on invited Authors as needed.</p> <p>How configured: No configuration necessary</p>

Global Identifier for Transferred Submissions	<p>A new Global MS ID database field has been created to capture the unique ID of a submission being transferred. This value can then travel with the submission from transfer to transfer, making it easier for publications to track a submission through its entire life cycle.</p> <p>How configured: New Edit Global MS ID RoleManager permission, Details page field</p> <p>Time to configure: About 10 minutes</p>
Proxy Registration Interface Enhancements	<p>The existing Proxy Registration Confirmation page is enhanced further to include additional links. This allows Editors easier access to functions they regularly perform during proxy registration. These links are available if proxy registration is performed from either the Editor Main Menu or the Search People pages.</p> <p>How configured: No configuration is necessary</p>
Additional Details Fields for Schedule Groups	<p>Publications can now create custom fields for use for Schedule Groups as needed. This enhances Production Tracking, as well as the books processing workflow, as the feature allows for the creation of custom fields at the book (Schedule Group) level.</p> <p>How configured: PolicyManager settings</p> <p>Time to configure: About 10 minutes</p>
BITS Production Task Export for Books	<p>This enhancement enables the transmission of book-related metadata, via a Submission Production Task Export or a Schedule Group Production Task Export, using the Book Interchange Tag Suite (BITS) 2.0 DTD. BITS provides a common format in which publishers and archives can exchange book content, including book parts such as chapters.</p> <p>How configured: New Production Task Transmittal Method added to PolicyManager</p> <p>Time to configure: About 10 minutes</p>