Task Manager

More and more frequently Submission Production Tasks are being used for work traditionally tied to the editorial workflow, rather than being limited to just production work.

Currently, the use of **tasks** is tied to initiating production on a submission, which does not make sense to customers who use tasks in pre-production workflows, or who do not use ProduXion Manager.

SOLUTION: "Production Tasks" will be renamed "Editorial Tasks" for users accessing tasks before production is officially initiated, and for users who do not use the Production Tracking functions of ProduXion Manager.

Task Manager

"Editorial Tasks" in EM are discrete jobs that do not affect the peer review workflow.
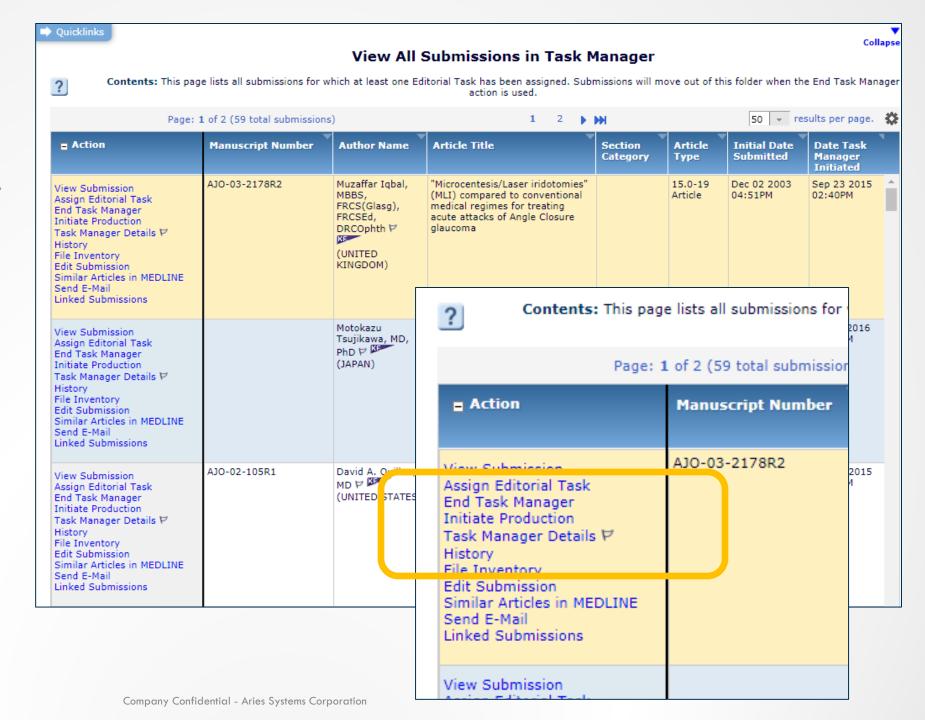
- Language edit
- Artwork manipulation check
- Copyright check
- Conflict of interest deposit
- Preprint server deposit

They might happen in parallel and/or they might be done on some submissions and not others.

Task Manager

Production Tasks or Task Manager labels depend on permissions.

Task Manager

Folders where Task Manager tasks can be found:

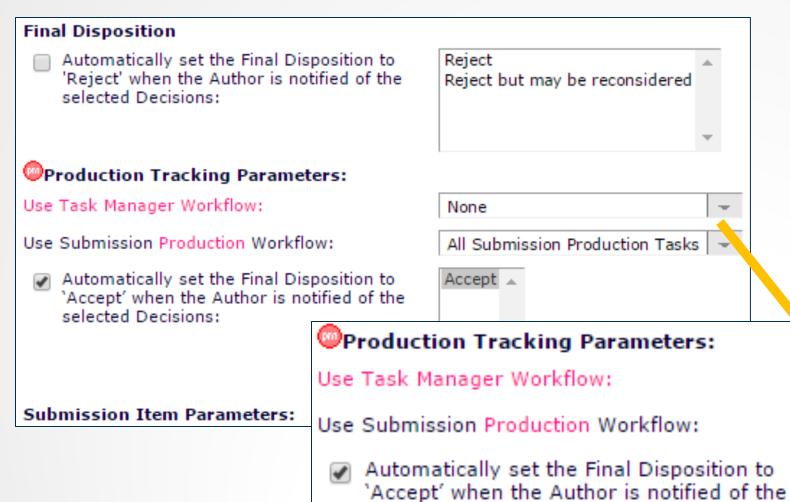- View All Submissions in Task Manager (new)
- Tasks Assigned to Me
- Tasks I Have Assigned
- View All Tasks with Authors

Task Manager

When an Editor has the "Assign Editorial Tasks in Task Manager" permission, the "Assign Editorial Task" action link will display in relevant folders on the Editor main menu, but only for submissions where the Article Type has a Task Manager workflow selected.

Task Manager – Article Type

None – no tasks

All Tasks – any task that is configured

Any Custom Workflow – any configured workflow; consider creating Editorial workflows

Final Disposition

☐ Automatically set the Final Disposition to 'Reject' when the Author is notified of the selected Decisions:

> Reject
> Reject but may be reconsidered

Production Tracking Parameters:

Use Task Manager Workflow: | None | ▾ |

Use Submission Production Workflow: | All Submission Production Tasks | ▾ |

☑ Automatically set the Final Disposition to 'Accept' when the Author is notified of the selected Decisions:

> Accept ▴

Submission Item Parameters:

Production Tracking Parameters:

Use Task Manager Workflow:

Use Submission Production Workflow:

☑ Automatically set the Final Disposition to 'Accept' when the Author is notified of the selected Decisions:

| None | ▾ |

> **None**
> All Submission Production Tasks
> Basic Custom Workflow
> new workflow
> Proofing Workflow
> Simple Workflow

Task Manager

Details also indicates if a task is "Assigned in Task Manager."

Production Tasks		Top
Description:	Full Production Task	
Production Task Status:	Cancelled	
Assigned To:	Sharon Fekrat, MD ⚑ [Proxy]	
Date Assigned:	May 19 2017 4:02PM	
Date Task Due:	May 26 2017 11:59PM	
Elapsed Days (since assignment):		
Description:	Task Manager Task *(Assigned in Task Manager)*	
Production Task Status:	Completed	
Assigned To:	David K. Coats, MD ⚑ [Proxy]	
Date Assigned:	Jun 17 2016 9:49AM	
Date Task Due:	Jun 19 2016 11:59PM	
Completed	Jun 19 2016 9:24AM	

Cancel   Save   Save and Close

Thank you!

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