

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

The screenshot shows the 'Task Manager' section of a web application. At the top, there is a navigation bar with three tabs: 'Editorial', 'Proposal Menu', and 'Task Manager'. The 'Task Manager' tab is highlighted with a red box. Below the navigation bar, there are three main sections: 'Search', 'To-Do List', and 'Overview'. The 'Search' section contains a search bar with the text 'Search Submissions | Search People'. The 'To-Do List' section contains a list of tasks: 'Submission Tasks Assigned to Me (14)', 'Schedule Group Tasks Assigned to Me (2)', and ''At-Risk' Submissions (59)'. The 'Overview' section contains a list of tasks: 'View All Submissions in Task Manager (32)', 'Production Initiated - No Tasks Assigned (14)', 'Submission Tasks I Have Assigned (22)', 'Schedule Group Tasks I Have Assigned (2)', 'View All Submissions in Production (65)', 'View All Production Tasks With Authors (5)', and 'Production Status Grid'. On the left side of the interface, there is a sidebar with the text 'Managing Editor Task Manager Menu' and 'Quick Searches Manuscript Number in 2007'. Two yellow arrows originate from the text 'Production Tasks or Task Manager labels depend on permissions.' at the bottom left. One arrow points to the 'Managing Editor Task Manager Menu' text, and the other points to the 'View All Submissions in Task Manager (32)' link in the 'Overview' section.

Editorial **Proposal Menu** **Task Manager**

Managing Editor Task Manager Menu

Quick Searches
Manuscript Number in 2007

Search

Search Submissions | Search People

To-Do List

Submission Tasks Assigned to Me (14)
Schedule Group Tasks Assigned to Me (2)
'At-Risk' Submissions (59)

Overview

View All Submissions in Task Manager (32)
Production Initiated - No Tasks Assigned (14)
Submission Tasks I Have Assigned (22)
Schedule Group Tasks I Have Assigned (2)
View All Submissions in Production (65)
View All Production Tasks With Authors (5)
Production Status Grid

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

Quicklinks

Collapse

View All Submissions in Task Manager

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Contents: This page lists all submissions for which at least one Editorial Task has been assigned. Submissions will move out of this folder when the End Task Manager action is used.

Page: 1 of 2 (59 total submissions)

1 2 ▶▶

50 results per page. ⚙

Action	Manuscript Number	Author Name	Article Title	Section Category	Article Type	Initial Date Submitted	Date Task Manager Initiated
<div>View Submission</div> <div>Assign Editorial Task</div> <div>End Task Manager</div> <div>Initiate Production</div> <div>Task Manager Details ▾</div> <div>History</div> <div>File Inventory</div> <div>Edit Submission</div> <div>Similar Articles in MEDLINE</div> <div>Send E-Mail</div> <div>Linked Submissions</div>	AJO-03-2178R2	Muzaffar Iqbal, MBBS, FRCS(Glasg), FRCSEd, DRCOphth ▾ <div>KF</div> <div>(UNITED KINGDOM)</div>	"Microcentesis/Laser iridotomies" (MLI) compared to conventional medical regimes for treating acute attacks of Angle Closure glaucoma		15.0-19 Article	Dec 02 2003 04:51PM	Sep 23 2015 02:40PM
<div>View Submission</div> <div>Assign Editorial Task</div> <div>End Task Manager</div> <div>Initiate Production</div> <div>Task Manager Details ▾</div> <div>History</div> <div>File Inventory</div> <div>Edit Submission</div> <div>Similar Articles in MEDLINE</div> <div>Send E-Mail</div> <div>Linked Submissions</div>		Motokazu Tsujikawa, MD, PhD ▾ <div>KF</div> <div>(JAPAN)</div>					
<div>View Submission</div> <div>Assign Editorial Task</div> <div>End Task Manager</div> <div>Initiate Production</div> <div>Task Manager Details ▾</div> <div>History</div> <div>File Inventory</div> <div>Edit Submission</div> <div>Similar Articles in MEDLINE</div> <div>Send E-Mail</div> <div>Linked Submissions</div>	AJO-02-105R1	David A. O'... MD ▾ <div>KF</div> <div>(UNITED STATES)</div>					

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Contents: This page lists all submissions for

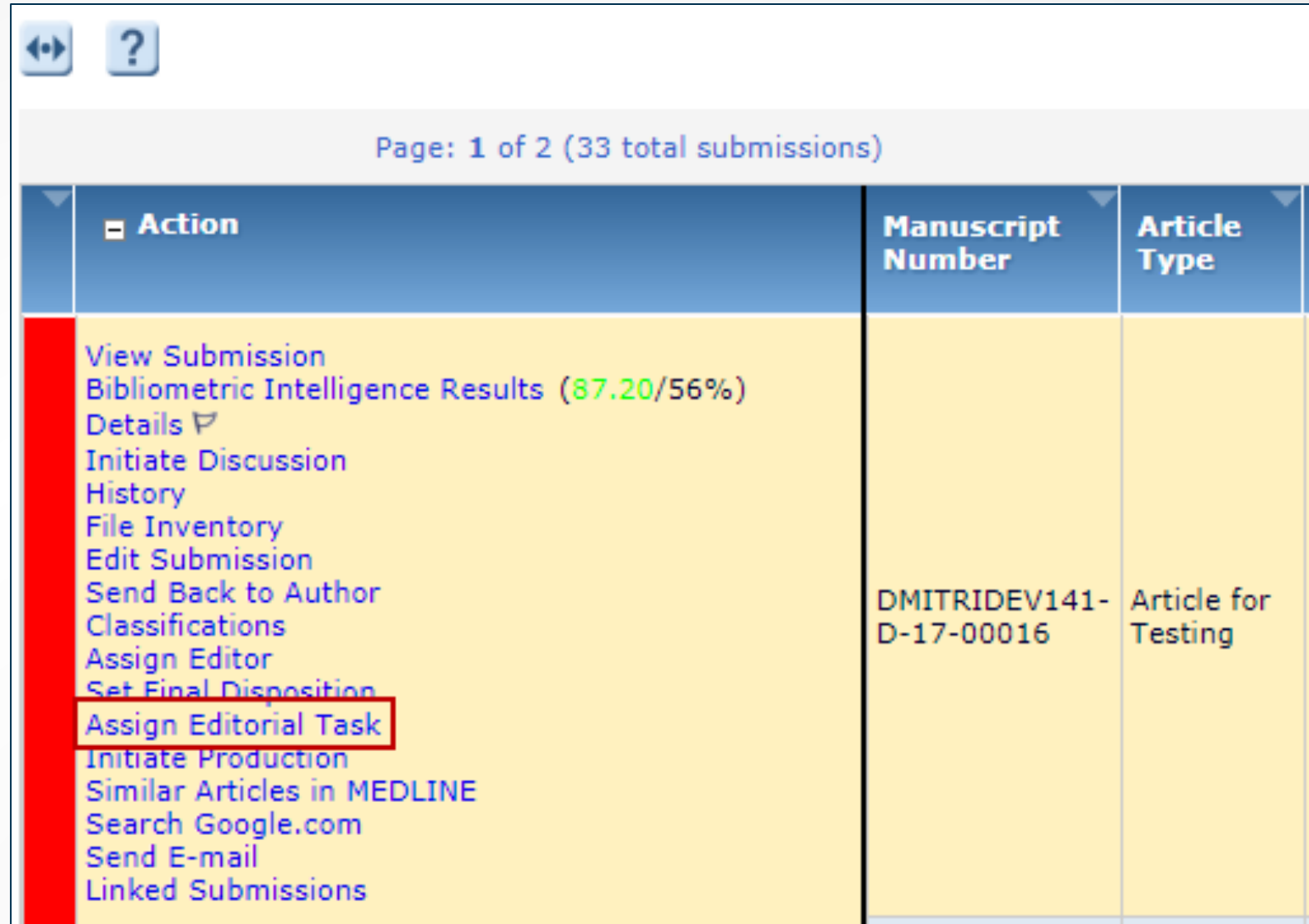
Page: 1 of 2 (59 total submission

Action	Manuscript Number
<div>View Submission</div> <div>Assign Editorial Task</div> <div>End Task Manager</div> <div>Initiate Production</div> <div>Task Manager Details ▾</div> <div>History</div> <div>File Inventory</div> <div>Edit Submission</div> <div>Similar Articles in MEDLINE</div> <div>Send E-Mail</div> <div>Linked Submissions</div>	AJO-03-2178R2
<div>View Submission</div> <div>Assign Editorial Task</div>	

Company Confidential - Aries Systems Corporation

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.



The screenshot shows a web interface for a Task Manager. At the top, there are two icons: a double-headed arrow and a question mark. Below them, a status bar indicates "Page: 1 of 2 (33 total submissions)". The main content is a table with three columns: "Action", "Manuscript Number", and "Article Type". The "Action" column contains a list of links, with "Assign Editorial Task" highlighted by a red box. The "Manuscript Number" column shows "DMITRIDEV141-D-17-00016". The "Article Type" column shows "Article for Testing".

Action	Manuscript Number	Article Type
View Submission Bibliometric Intelligence Results (87.20/56%) Details ▾ Initiate Discussion History File Inventory Edit Submission Send Back to Author Classifications Assign Editor Set Final Disposition Assign Editorial Task Initiate Production Similar Articles in MEDLINE Search Google.com Send E-mail Linked Submissions	DMITRIDEV141-D-17-00016	Article for Testing

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

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):		
<hr/>		
Description:	Task Manager Task (<i>Assigned in Task Manager</i>)	
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	
<hr/>		
<div>Cancel Save Save and Close</div>		



Thank you!

Tony Alves

Director, Product Management

[Orcid.org/0000-0001-7054-1732](https://orcid.org/0000-0001-7054-1732)