



## Functionality Checklist

The checklist is current for Version 15.1.

If you have a requirement that you do not see on the list  
or if you have questions, please send an email to [marketing@ariessys.com](mailto:marketing@ariessys.com).

Provides workflow tracking for journals, reference works and other structured scholarly publications.	✓	
Imports files and XML metadata from Editorial Manager, and from third-party peer review systems such as ScholarOne Manuscripts®, EJournalPress®, and proprietary systems.	✓	
Manuscripts can (optionally) be manually entered into ProduXion Manager.	✓	
System administrators can define an unlimited number of <a href="#">user roles</a> .	✓	
Each role has its own profile that determines the functionality available to a user with that role designation.	✓	
Supports validated ORCID and <a href="#">ORCID single-sign-on</a> .	✓	
Supports <a href="#">Open Funder Registry</a> for funder identification.	✓	
Supports <a href="#">Ringgold</a> for institutional identification.	✓	
Supports latest version of JATS 1.2A metadata import and export.	✓	
Supports MECA-compliant import/export transmittal.	✓	
System can be used to create workflows based on configurable production tasks.	✓	
<a href="#">Production task</a> definitions include task name, default assignment letters, target completion timeframes, and designated assignees by role (e.g. Author, copy editor, vendor, etc.), file definitions, etc.	✓	
Tasks can be assigned and completed manually or by machine-to-machine transfer.	✓	
Tasks can be batch assigned.	✓	
Tasks can be <a href="#">triggered automatically</a> .	✓	
Tasks can be chained.	✓	
Late tasks are automatically flagged.	✓	
Late tasks are automatically added to the “At risk” submissions folder on the main menu.	✓	
Appropriate files and data can be accessed by authorized staff, Authors, Editors and vendors to complete tasks.	✓	
Staff can easily identify users with pending or late production tasks, and trigger reminder emails through reporting functionality.	✓	
Staff can configure automated reminders based on pre-selected criteria (e.g. send reminder 2 days before copy editing is due).	✓	
Metadata associated with each manuscript (such as production notes, Author information, etc.) are accessible to production staff by clicking a “details” link.	✓	
Production notes can be maintained at both the manuscript level and/or associated with a particular issue.	✓	
Manuscript records can contain an unlimited number of companion files (‘work in progress’), such as proofs and copyedited manuscripts.	✓	
Appropriately authorized users can check-in and check-out production files based on task assignment (version control).	✓	
Task completion can include the upload of appropriate files.	✓	
Task completion can include configurable web forms to respond to questions (e.g. “How much time did you spend copy editing?”).	✓	
Authorized system administrators can use web-based configuration tools to enable real-time modifications to configuration options (e.g. task definitions) and workflow steps.	✓	

System includes functionality to define issues ( <a href="#">schedule groups</a> ) with associated metadata (e.g. page budget, volume number, issue number, etc.).	✓	
Schedule group functionality can be <a href="#">used to support books workflows</a> .	✓	
Issue “budgets” (e.g. page budget) are automatically recalculated based on the manuscripts included in the issue.	✓	
Issue management: manuscripts can be pushed or pulled into issues.	✓	
Manuscripts can be assigned to more than one issue at one time.	✓	
Manuscripts can be re-sequenced within issues to create a TOC.	✓	
Issues can include section headings.	✓	
Manuscript metadata (e.g. page numbers) can be manually entered or imported into issues.	✓	
Tasks can be assigned at the issue level.	✓	
Files can be stored at the issue level (e.g. cover art).	✓	
Staff can easily track <a href="#">overall manuscript production status</a> (e.g. ready for composition).	✓	
Staff can search for in-production manuscripts based on selected criteria.	✓	
Staff can create and then append “Quick Searches” or <a href="#">short cuts to frequently run searches</a> to main menus.	✓	
Staff can <a href="#">search people records</a> based on selected criteria.	✓	
Staff can use powerful “proxying” capabilities that allow appropriately authorized administrators to push through tasks that have been assigned to other users.	✓	
Production staff can configure an unlimited number of email letters in HTML or plain text format.	✓	
Letters appear in appropriate drop-down menus (e.g. during task assignment) or can be triggered by automatic workflow “events”.	✓	
Letters can be modified by production staff in real time.	✓	
Letters <a href="#">can include merge fields</a> such as Author name, manuscript title, task due date, etc.	✓	
Letters can include “deep links” so that recipients can complete activity without remembering log-in information.	✓	
Staff can send “Ad Hoc” letters at any time from manuscript records or schedule group/issue records.	✓	
Production staff can quickly surface schedule alerts and other workflow information on the <a href="#">production status grid</a> by toggling to view all the manuscripts, or just those designated to a specific schedule group/issue.	✓	
Authorized production staff have one-click access to a historical audit trail that provides all transactions, letters and status changes associated with each manuscript.	✓	
Uploaded image files can be <a href="#">checked automatically</a> against journal-defined image publication criteria.	✓	
Bibliographies can be validated automatically through external databases such as Crossref or PubMed.	✓	
Bibliographies can be linked automatically to external databases so that missing or incorrect information can be retrieved from the target database.	✓	
Bibliographies can be <a href="#">automatically re-formatted</a> to the publication’s desired reference style.	✓	
<a href="#">DOIs can be assigned</a> according to the publisher’s preferred DOI format.	✓	
Manuscript metadata can be transmitted to external databases such as PubMed and Crossref during the production workflow.	✓	
Production staff can configure NIHMS-PubMed deposit via a production task, including embargo period rules using PolicyManager.	✓	
ProduXion Manager complies with ISO 10646, the standard which enables the storage of non-roman and diacritic characters. Symbols such as $\pi$ can be reliably transferred from peer review to production and online delivery.	✓	
ProduXion Manager provides tools for normalizing data to ISO 3116, the standard which specifies country names and codes. Country designations can be reliably mapped as data is transferred between systems.	✓	
<a href="#">RightsLink® for Open Access</a> can integrate with ProduXion Manager allowing for the processing of APC estimates driven off of standardized metadata such as Ringgold Institutional Identifiers and FundRef IDs.	✓	
Payment due fee collection can be triggered during production workflow.	✓	
System provides comprehensive, configurable, graphical <a href="#">reporting tools</a> .	✓	
Reporting can be configured to include <a href="#">cross-journal groupings</a> that can be assigned to specific roles.	✓	
Production staff can utilize 500 flags that are specific to PM to quickly communicate details about a submission, including custom question responses.	✓	
Production staff can see when a particular flag was turned on or off in history.	✓	

Color-coding can be used to quickly communicate information about file types or workflow statuses.	✓	
System is securely hosted in mirrored data centers to ensure COB (continuity of business) and disaster protection.	✓	
When using in conjunction with Editorial Manager, production tasks can be processed <a href="#">in parallel to the editorial workflow</a> .	✓	
When using in conjunction with Editorial Manager, editorial tasks can be assigned and completed without initiating production.	✓	
ProduXion Manager is available in <a href="#">multiple languages</a> : German, French, Simplified Chinese, Japanese and Spanish.	✓	
Staff administrators can configure production workflows per article type.	✓	