Please use the following as a guide for beta testing. Our goal is to ensure your end-to-end workflow moves seamlessly through the new release. Please report any issues you identify to your Aries Account Coordinator using the beta bug report form.

* **Exercise new features in 17.0 and how they integrate with your existing workflows. New features highlighted below where relevant in testing scenarios.**
* **Verify your current workflows (full workflows for authors, editors, reviews, production), watching for any surprises. Ask yourself the following:**
  + - Are letters triggering as expected? Merge fields look accurate for your configurations?
    - Did the action move the submission forward in your workflow as expected?
    - Could you easily search for the submission or locate it in expected folders?
    - Does the status look right for the action performed?
    - Any error messages encountered?
  + ***NEW FEATURE:***Batch Article Type Configurations (Beta Release Notes, pg. 7)
  + ***NEW FEATURE:***Simple Submission Search (Beta Release Notes, pg. 5)
  + ***NEW FEATURE:***Disable Co-Author Xtract (Beta Release Notes, pg. 16)
* **Test any Editorial Manager APIs that you use to ensure proper configuration between site and third-party systems**
  + - Did the triggers work as expected?
    - Was appropriate data sent and received by third-party system?
    - If possible, could you manually retrigger the API calls as needed?
    - Any missing information?
* **Ingest/Import/Export/Transfers/Transmittals functionality**
  + - Can you import and export production asks as expected (PM customers only)?
    - Can you transfer submissions between EM sites? Was the content received as expected on the recipient site?
    - When testing final disposition, did the export package arrive as expected on your FTP site? Did the package contain all files/metadata as expected?
* **Reviewer Reminder, Expedited Reviewer, Invited Submission, Editor workflows**
  + - Can you send a manual reminder via the Reminder Reports feature?
    - Did your automated reviewer reminders go out on schedule?
    - Can you move through the reviewer invitation process as expected? Are letters triggered per configuration? Statuses updated? Automated reviewer promotion and linking work as needed?
    - Can you replicate your editor chain as expected? Invitations/assignments go out as expected? Statuses updated?
    - Can an Editor make a decision and notify either the author or publication office per configuration? Are attachments included or excluded as expected?
  + ***NEW FEATURE:*** Batch Editor Assignments (Beta Release Notes, pg. 1)
* **Registration/Proxy Registration functionality**
  + - Can you register a new user? Are all required fields listed as expected? Do new registration emails go out for the user to create their account?
    - Are you able to update your own information?
    - Can you proxy-register a new user, including all required information? Can you assign relevant user roles?
  + ***NEW FEATURE:*** ORCID API Testing – upgraded to v3 (Beta Release Notes, pg. 28)
* **ProduXion Manager/Task Manager/Schedule Group management workflows**
  + - Does an accepted paper move to the production workflow as expected?
    - Do all tasks automate and trigger subsequent tasks as required?
    - Are all configured files relevant for the task included? Can you hide/replace files as expected?
    - Do milestone tasks complete upon assignment?
    - Can you create, manage, and close schedule groups per your standard workflow?
    - Batch task functionality working as expected?
  + ***NEW FEATURE:*** Enterprise View ProduXion Manager (Beta Release Notes, pg. 47)