

Welcome to the 17th Annual
EMUG BOSTON

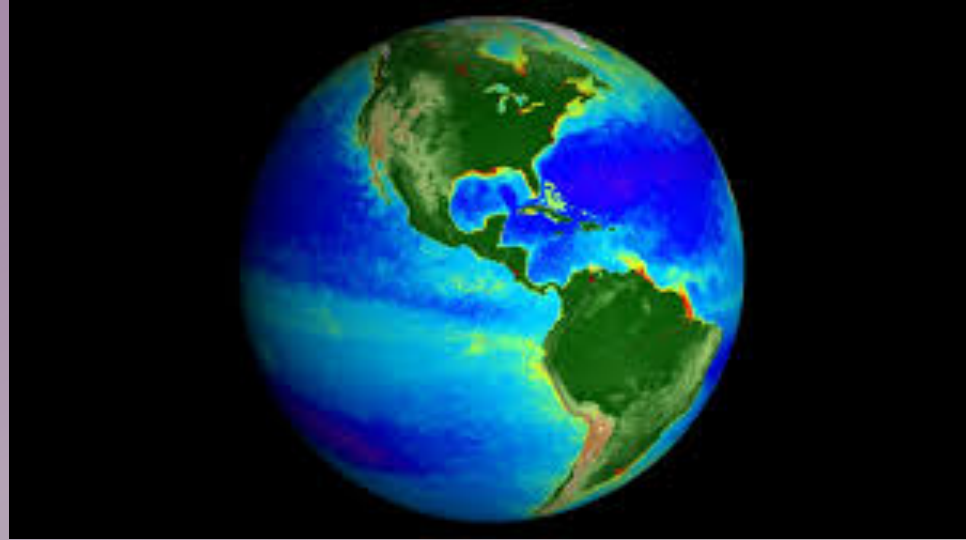
#EMUG2019



EMUG 2019

Custom Questions

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Agenda

Or, Why Are We Here??

- Authors

 - ★ New Additional People Detail (APD) Registration Question Functionality!

- Co-Authors

- Reviewers and Editors

 - ★ New Custom Questions on the Editor Form!

- Searches

- Reporting

Some Considerations (Cautions?) Before You Begin:

- What data do I need/want to collect?
- What am I trying to determine?
- How should I gather the data?
- When do I want to/need to collect the data?
- Who do I want to be able to see these data?



Custom Questions for Authors

Options for Collecting Author Data

- 1) Existing Registration Questions
- 2) Custom Registration Questions based on Additional People Details Fields – **NEW**
- 3) Additional Information submission step using custom submission questionnaire

1) Existing Registration Questions

- More of an affirmation
- Limited Use/Scope
- Collected at Registration: optional, required, or forced
- You can see the answers if you can view People Records
- Hard-coded Privacy Policy Question



Registration Questions – Configuration

PolicyManager>Registration and Login Policies>Create Registration Questions

PolicyManager Main Menu

[Expand All](#) [Collapse All](#)

- [-] **Registration and Login Policies**
 - [Edit Banner URLs](#)
 - [Edit Registration Fields](#)
 - [Edit Registration Instructions](#)
 - [Create Registration Questions](#)**
 - [Configure Proxy Registration](#)
 - [Configure Login Page](#)
 - [Set Classifications and Keywords Deep Link Expiration](#)
 - [Enable Role Switching](#)
 - [Configure Expedited Reviewer Login](#)
 - [Set Duplicate E-mail Address Policy](#)
 - [Enable Automatic Reviewer Role Assignment](#)
 - [Edit Other Author Login Instructions](#)

Registration Questions – Configuration

PolicyManager>Registration and Login Policies>Create Registration Questions

Question: Insert Special Character

Check here if you love cheese.

Instructions: Insert Special Character

I mean, only if you REALLY love it.

Hide:

Response is: Optional
 Required
 Forced

Users are exempt from answering Forced questions when logging in as a:

Reviewer
 Editor
 Publisher

Transmittal Form

Include on Transmittal Form:

Transmittal Form Help Text:

Registration Questions – Configuration

PolicyManager>Registration and Login Policies>Create Registration Questions

Order	Description	Required	Forced	Actions
<input type="text" value="1"/>	Check here if you love cheese.			Edit
<input type="text" value="2"/>	I have read and accept the Publisher's Data Use Privacy Policy and the Aries Privacy Policy .	✓	✓	

Registration Questions – Display during Registration

Please confirm the following very important information:

Given/First Name: **Jim**
Family/Last Name: **Cheddar**
Username: **JimC**
E-mail Address: **cheddar@trash.com**
Country or Region: **UNITED STATES**

I mean, only if you REALLY love it.

Check here if you love cheese.

Please click on the privacy policy links below and then check the box.

* I have read and accept the [Publisher's Data Use Privacy Policy](#) and the [Aries Privacy Policy](#).

If the information is correct and you wish to complete this registration, click the 'Continue' button below.

Registration Questions – Display in People Record

Search People - Update Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

Jim Cheddar ✓

Self-Registered:
May 20, 2019

Last Modified:
May 20, 2019

Viewed Privacy Policies:
May 20, 2019
IP Address: 216.205.0.74

[Inactivate this User](#)

[Send Login Details](#)

**The user will be sent an email with a link to reset their password. The password will not reset until the user clicks that link.

Exclude this user from receiving all batch and reminder emails:
 Always
 When Unavailable Dates are active

[Expand All](#) [Collapse All](#)

- User Information
- Personal Information
- Areas of Interest or Expertise
- Institution Related Information
- Registration Questions
- Detailed People Notes

[Cancel](#) [Submit](#)

Registration Questions – Display in People Record

Registration Questions

✓ indicates affirmative response

<input checked="" type="checkbox"/>	Check here if you love cheese.
<input checked="" type="checkbox"/>	I have read and accept the Publisher's Data Use Privacy Policy and the Aries Privacy Policy .

2) Custom Registration Questions Based on APDs

- Flexible with broad applications
- Collected at Registration: optional, required, or forced
- Use all the formats of custom questions and AMDs (text, notes, integers, dates, decimals, radio buttons, check boxes, scrolling selectors, drop-down lists)
- Ability to allow Editor roles to **see People Records, but hide question responses**

We come in peace.



NEW!

Custom Registration Questions – Configuration

PolicyManager>Additional Data Policies>Add/Edit Additional People Detail Fields

[-] Additional Data Policies

Add/Edit Additional People Detail Fields

Add/Edit Additional Manuscript Detail Fields

 Add/Edit Additional Schedule Group Detail Fields

Edit Additional Invitation Details

Privacy Policy Configuration

Custom Registration Questions – Configuration

PolicyManager>Additional Data Policies>Add/Edit Additional People Detail Fields

Add Additional People Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type: ▼

Maximum Field Length:

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)
[Insert Special Character](#)

Hide this field from: Hide from All | Clear All

Associate Editor

Editor-in-Chief



RoleManager

View Additional People Details

Edit Additional People Details

Custom Registration Questions – Configuration

PolicyManager>Additional Data Policies>Add/Edit Additional People Detail Fields

Options

Select the 'Hide' checkbox to suppress the field on a particular screen. For example, you may want a field to be displayed on the Additional People Details page, but not on the Transmittal Form. If a field is Editable, users with appropriate RoleManager permission can change the value on the page. If the 'Required' box is checked for the Transmittal Form, a value must be filled in before the submission can be released to production. If Help Text is entered, a 'Help' link or icon is displayed on the appropriate page.

Page	Hide	Editable	Required	Help Text
Additional People Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Search People - Update Information	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
People Activity Details	<input type="checkbox"/>	N/A	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Custom Registration Questions – Configuration

PolicyManager>Additional Data Policies>Add/Edit Additional People Detail Fields

The settings below affect the pages related to a user's own people record. Additional People Detail Fields can be configured for Optional or Required responses at registration (as with Registration Questions) or be Hidden. 'Enforced at Login' requires users to enter a response the first time they log in after the field was added. Responses to Additional People Detail Fields on the Update My Information page may be configured as Hidden, Editable, or Not Editable. These settings affect only the people record owner's view. Editors cannot ever see Additional People Details on another user's Update My Information page in proxy mode.

Page	Options	Help Text
Confirm Registration	Hidden <input type="button" value="v"/>	<input type="text"/>
Update My Information	Hidden <input type="button" value="v"/>	<input type="text"/>

Custom Registration Questions – Configuration

PolicyManager>Additional Data Policies>Add/Edit Additional People Detail Fields

Order	Description	Actions	
<input type="text" value="1"/>	A new additional people detail	Remove	Edit
<input type="text" value="2"/>	First Time I Saw a UFO	Remove	Edit

Custom Registration Questions – Display during Registration

Please confirm the following very important information:

Given/First Name: **Marvin**
Family/Last Name: **Martian**
Username: **Marv**
E-mail Address: **marv@trash.com**
Country or Region: **UNITED STATES**

I mean, only if you REALLY love it.

Check here if you love cheese.

Please click on the privacy policy links below and then check the box.

* I have read and accept the [Publisher's Data Use Privacy Policy](#) and the [Aries Privacy Policy](#).

First Time I Saw a UFO

If the information is correct and you wish to complete this registration, click the 'Continue' button below.

 >

Custom Registration Questions – Display in People Record

>Additional People Details

User Information

Default Login Menu: Editorial Menu

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role *: None

Publisher Role *: None

Editorial Role *: None

Editor Description:

Additional People Details

Page	Hide	Editable
Additional People Details	<input type="checkbox"/>	<input type="checkbox"/>
Search People - Update Information	<input type="checkbox"/>	<input type="checkbox"/>

Custom Registration Questions – Display in People Record

>Additional People Details

Additional People Details - Marvin Martian

A new additional people detail	<input type="text"/>
First Time I Saw a UFO	Feb 17, 2019

Custom Registration Questions – Display in Search People

Page	Hide	Editable
Additional People Details	<input type="checkbox"/>	<input type="checkbox"/>
Search People - Update Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Registration Questions

✓ indicates affirmative response

Check here if you love cheese.

I have read and accept the [Publisher's Data Use Privacy Policy](#) and the [Aries Privacy Policy](#).

First Time I Saw a UFO

3) Additional Information Step of Submission Using Questionnaire

- Flexible with broad applications
- Collected at Submission: **New Submission and/or Revision**
- Use all the formats of custom questions (text, notes, integers, dates, decimals, radio buttons, check boxes, scrolling selectors, drop-down lists)
- Ability to allow Editor roles to see answers on the Details Page or on the Transmittal Form

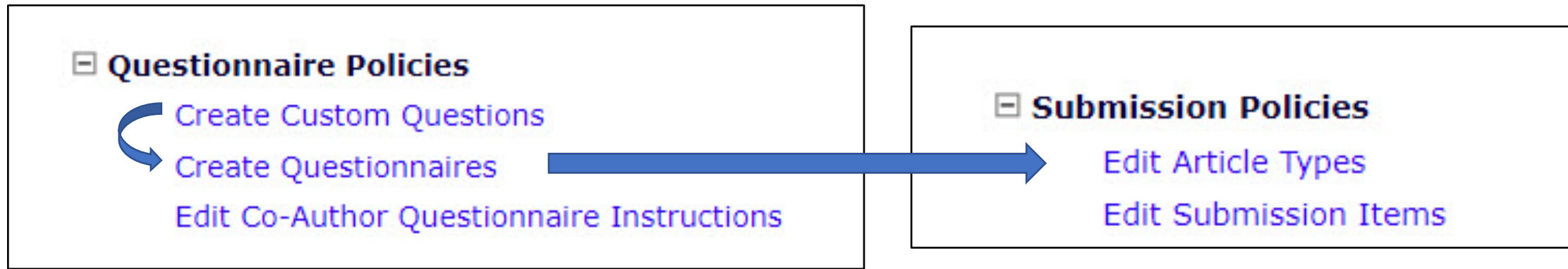


Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies, then...

PolicyManager>Submission Policies>Edit Article Types

- Create Your Question
- Add Your Question to a Questionnaire
- Choose Your Questionnaire within Your Article Type



Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies>Create Custom Questions

Question text:

Please enter a value for the Question Text

Instructions for Author Response:

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in a mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

Response Type: **Maximum Field Length (1-200):**

Default Value	Value	Flag
<input checked="" type="radio"/>	None	Associate with Flag
<input type="radio"/>	<input type="text"/>	Associate with Flag



PolicyManager>General Policies>Create Customized Submission Flags

Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies>Create Custom Questions

Question text:

Instructions for Author Response:

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in a mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

Response Type:

List



List Type: Checkboxes (Allows for multiple value selection; good for 1-5 values)



Display Order

Value

Description

Flag

1

Save Item

Update

Require **no fewer** than value(s) to be selected

Require **no more** than value(s) to be selected

Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies>Create Custom Questions

Question text:
What are your favorite cheeses?

Instructions for Author Response:

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in a mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

Response Type: List **List Type:** Checkboxes (Allows for multiple value selection; good for 1-5 values)

Display Order	Value	Description	Flag
1	Cheddar		Associate with Flag Remove Edit
2	Goat		Associate with Flag Remove Edit
3	Asiago		Associate with Flag Remove Edit
4	Pepper Jack		Associate with Flag Remove Edit
5	<input type="text"/>	<input type="text"/>	Save Item

Require **no fewer than** value(s) to be selected

Require **no more than** value(s) to be selected

If user selects any of the following:

- Cheddar
- Goat
- Asiago
- Pepper Jack

Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies>Create Custom Questions

[-] Follow-up Question 1 [remove]

If user selected "Cheddar" in response to *"What are your favorite cheeses?"*

Question text:
Please describe if you prefer the mild stuff or the ~~putridly~~ delicious stuff.

Instructions for Author Response:
Be honest. We won't judge.

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response can contain a date, month, year, number or decimal point. A "List" response type requires the Author to select from the predefined list.

Response Type: **Maximum Field Length (1-200):**

Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies>Create Custom Questions

Integration Options ⓘ
 Include in Editorial Transmittal
 Include in Production Task Transmittal
 Transmit as Author Note/Footnote

Custom Metadata ID: ⓘ

[Select Custom Metadata ID](#)

In addition to being displayed as part of a questionnaire, the question and response may be included in the additional locations configured below, appropriate page.

PDF Cover Page ⓘ
 Display

Manuscript Details
 Display
Help Text:

Transmittal Form ⓘ
 Display
 Editable
 Required
Help Text:

Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies>Create Custom Questions

Actions	Description ▲▼	Custom Metadata IDs ▲▼	Associated With Flags	Questionnaires
Edit Copy Hide Remove	§ What are your favorite cheeses?			

PolicyManager>Questionnaire Policies>Create Questionnaires

☐ Questionnaire Policies

[Create Custom Questions](#)

[Create Questionnaires](#)

[Edit Co-Author Questionnaire Instructions](#)

Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies>Create Questionnaires

Questionnaire Name: (50 characters maximum)

Hide When you **Hide** a Questionnaire, it will not be available for use.

Question Display Order:
No Custom Questions have been added.

Order	Question	Custom Metadata ID	Required	Include in Merge Field	Actions
-------	----------	--------------------	----------	------------------------	---------

Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies>Create Questionnaires

Custom Questions:

Select Description

Custom Metadata ID

- § What are your favorite cheeses?
- Have you ever seen the movie "Mars Attacks"?

Add To Questionnaire

Custom Submission Questions – Configuration

PolicyManager>Questionnaire Policies>Create Questionnaires

Questionnaire Name: (50 characters maximum)

Hide When you **Hide** a Questionnaire, it will not be available for use.

Question Display Order:

Order	Question	Custom Metadata ID	Required	Include in Merge Field	Actions
<input type="text" value="1"/>	§ What are your favorite cheeses?		<input type="checkbox"/>	<input type="checkbox"/>	Remove
<input type="text" value="2"/>	Have you ever seen the movie "Mars Attacks"?		<input type="checkbox"/>	<input type="checkbox"/>	Remove

Custom Submission Questions – Configuration

PolicyManager>Submission Policies>Edit Article Type

Submission Policies

- Edit Article Types**
- Edit Submission Items
- Configure Color Codes
- Edit Sections/Categories
- Set Classifications Display
- Edit Classifications

Article Type Parameters

	New Submission	Revised Submission
Set Secondary "Full Title" Preferences:	Hidden	Hidden
Set "Short Title" Preferences:	Optional	Optional
Set Secondary "Short Title" Preferences:	Hidden	Hidden
Set "Funding Information" Preferences:	Required	Hidden
Set "Select Section/Category" Preferences:	Optional	Optional
Set "Submit Abstract" Preferences:	Required	Optional
Set Secondary "Submit Abstract" Preferences:	Hidden	Hidden
Set "Enter Keywords" Preferences:	Optional	Optional
Set "Enter Secondary Keywords" Preferences:	Optional	Optional
Set "Select Classifications" Preferences:	Optional	Optional
Set "Additional Information" Preferences:		
Designate Submission Questionnaire:	Cheeses and Aliens	Hidden
Designate Author Questionnaire:	Hidden	Hidden

Custom Submission Questions – Display

Article Type Selection Attach Files General Information Additional Information Comments Manuscript Data

Please respond to the presented questions/statements.

[Insert Special Character](#)

Questionnaire

What are your favorite cheeses?

- Cheddar
- Goat
- Asiago
- Pepper Jack

[Select All](#) [Clear All](#)

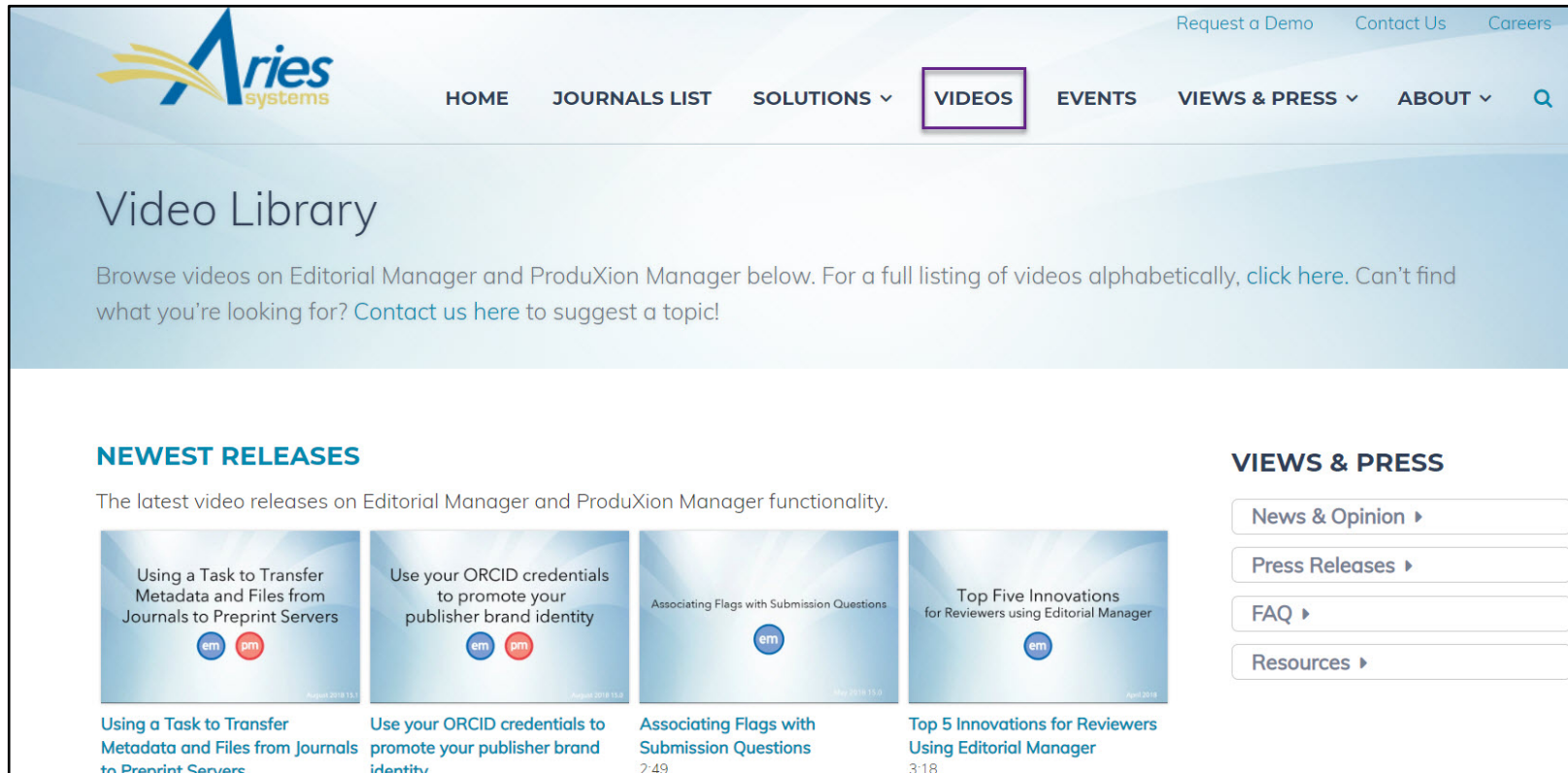
Have you ever seen the movie "Mars Attacks"?

[Instructions](#)

Instructions

Have you ever seen the movie "Mars Attacks"?
If you have, you know "they ain't gettin' the TV!"

Associating Custom Questions with Submission Flags



Aries systems Request a Demo Contact Us Careers

HOME JOURNALS LIST SOLUTIONS **VIDEOS** EVENTS VIEWS & PRESS ABOUT

Video Library

Browse videos on Editorial Manager and ProduXion Manager below. For a full listing of videos alphabetically, [click here](#). Can't find what you're looking for? [Contact us here](#) to suggest a topic!

NEWEST RELEASES

The latest video releases on Editorial Manager and ProduXion Manager functionality.

- Using a Task to Transfer Metadata and Files from Journals to Preprint Servers** (August 2018 1:12)
- Use your ORCID credentials to promote your publisher brand identity** (August 2018 1:12)
- Associating Flags with Submission Questions** (July 2018 2:49)
- Top Five Innovations for Reviewers using Editorial Manager** (April 2018 3:18)

VIEWS & PRESS

- News & Opinion ▶
- Press Releases ▶
- FAQ ▶
- Resources ▶

<https://www.ariessys.com/views-and-press/resources/video-library/associating-flags-submission-questions/>

Custom Questions for Co-Authors

Options for Collecting Co-Author Data

- 1) Existing Registration Questions
- 2) New Custom Registration Questions based on Additional People Details Fields
- 3) Author Questionnaire during Co-Author Registration and Verification

You can collect all the same data you collected from the Corresponding Author.



Options for Collecting Co-Author Data

- Co-Authors can be asked to verify they are authors on a submission
- Co-Authors can be asked to register in EM
- Co-Authors can be presented an Author Questionnaire

These are done using **Co-Author Registration and Verification!**

Co-Author Registration and Verification – Configuration

PolicyManager>Submission Policies>Edit Article Types

Co-Author Parameters

Register/Verify Other Authors

Co-Authors register and verify on new submission ▾

Authenticated ORCID iD Request: Hidden ▾

Display Author Questionnaire to Co-Authors

New
Submission

Revised
Submission

Set "Additional Information" Preferences:

Designate Submission Questionnaire:

Cheeses and Aliens ▾

Hidden ▾

Designate Author Questionnaire:

Author Questionnaire ▾

Hidden ▾

Corresponding Author – Display

Article Type Selection Attach Files General Information Review Preferences **Additional Information** Comments Manuscript Data

Please respond to the presented questions/statements. [Insert Special Character](#)

Questionnaire

What are your favorite cheeses?

- Cheddar
- Goat
- Asiago
- Pepper Jack

[Select All](#) [Clear All](#)

Have you ever seen the movie "Mars Attacks"?

[Instructions](#)

Yes - Of course, I've seen it.

If your paper is published, do we have your permission to request a short blurb about your research for publication on our website?

Yes

[← Back](#) [Proceed →](#)

Submission
Questionnaire

Author
Questionnaire

Co-Author Registration and Verification – Letter Configuration

PolicyManager>E-mail and Letter Policies>Edit Letters

- %OTHERAUTH_DECLINE_DEEP_LINK%:
 - Author is not affiliated with submission.
- %OTHERAUTH_VERIFY_DEEP_LINK% (*depending on Article Type Configuration*):
 - Author is affiliated with submission, *and possibly...*
 - Author completes Author Questionnaire, *and possibly...*
 - Author registers.

Merge Field Help

https://www.editorialmanager.com/robohelp/16.0/index.htm#t=Merge_Field_Quick_Reference_Guide.htm&rhsearch=merge%20field&rhhlterm=merge%20field&rhsyns=%20



Co-Author Registration and Verification – Display

Author receives email:

Re: Geeks in Space!
by Marvin Martian

Dear Explorer,

You have been listed as a contributing author for the above manuscript. Please verify your contribution by clicking one of the below links.

Yes, I am affiliated: <https://www.editorialmanager.com/demotfbeta/l.asp?i=1060&l=DEUPPPCG>

No, I am not affiliated: <https://www.editorialmanager.com/demotfbeta/l.asp?i=1061&l=128ZGKLH>

Thank you,

DEMO TF Beta Site (CS Site)

In compliance with data protection regulations, you may request that we remove your personal registration details at any time. (Use the following URL: <https://www.editorialmanager.com/demotfbeta/login.asp?a=r>). Please contact the publication office if you have any questions.

Co-Author Registration and Verification – Display

Login

You have been identified as a contributing author on a submission. This Publication requires that you have an account. If you already have an account with this Publication please login:

Please Enter the Following

Username:

Password:

Author Login

Reviewer Login

Editor Login

Publisher Login

Or Login via:



[What is ORCID?](#)

[Send Login Details](#)

[Register Now](#)

[Login Help](#)



[Manuscript Services](#)

If you do not already have an account, please click the 'Register Now' link. If you already have an account but cannot remember your information, please click the 'Send Username/Password' link.

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Co-Author Registration and Verification – Display

Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Choose a Registration Method

Retrieve your details from the ORCID registry:

 Use My ORCID Record

Or type in your details and continue to register without using ORCID:

Given/First Name*	<input type="text" value="Space"/>
Family/Last Name*	<input type="text" value="Explorer"/>
E-mail Address*	<input type="text" value="tfleischer@ariessc.com"/>

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

Co-Author Registration and Verification – Display

Confirm Registration

Please confirm the following very important information:

Given/First Name: **Space**
Family/Last Name: **Explorer**
Username: **Space**
E-mail Address: **tfleischer@ariessc.com**
Country or Region: **UNITED STATES**

I mean, only if you REALLY love it.

Check here if you love cheese.

Please click on the privacy policy links below and then check the box.

* I have read and accept the [Publisher's Data Use Privacy Policy](#) and the [Aries Privacy Policy](#).

First Time I Saw a UFO

If the information is correct and you wish to complete this registration, click the 'Continue' button below.

<< Previous Page Continue >>



Co-Author Registration and Verification – Display

Verify Contributing Authorship

If you are unable to complete your responses at this time, please click on the "Save for Later" button to save your work. To return to this page later, click on the Verify deep link in the email that you were sent regarding this submission, or save the following URL and enter it in your browser's address bar.

<http://www.editorialmanager.com/demotfbeta/l.asp?i=1060&l=DEUPPPCG>

Please respond to the questions/statements below and click on the "Submit to Publication" button to complete your Co-Author verification for the submission.

If you do not submit your responses, your contribution will not be confirmed. If you click on the "Save for Later" button, your contributing authorship will not be confirmed, but you can return to this page later to complete your responses.

If your paper is published, do we have your permission to request a short blurb about your research for publication on our website?

Co-Author Registration and Verification – Display

Contributing Author Confirmation

Thank you for verifying your contributing authorship on "Geeks in Space!" submitted by Marvin Martian.

You may view the submission on which you are a co-author in your "Submissions Being Processed" or "Revisions Being Processed" folder.

[Author Main Menu](#)

Editor Display

Details Page

Other Authors:

[Space Explorer](#)

[Author Status](#)



Author Details for Manuscript Number: Unassigned Geeks in Space!

Close

[View Author Questionnaire Summary](#)

Corresponding Author Status

Order	Author Name	Email Address	ORCID Identifier	Academic Degree(s)	Affiliation	Options
1	Marvin Martian	marv@trash.com			Outer Space	View Author Details View Questionnaire Responses

Other Author Status

Order	Author Name	Added in Revision	Email Address	ORCID Identifier	Academic Degree(s)	Affiliation	Confirmed?	Options
2	Space Explorer	R0	tfleischer@ariessc.com Edit				Yes (Registered) Jun 05, 2019 Change	Reset Confirmation Status View Author Details View Questionnaire Responses

NEW!

To update the Co-Author's e-mail address that is associated with the submission, please click on the 'Edit' link. To save your changes please click on the 'Save' link.

Editor Display

Change Co-Author Verification Status ✕

To change this co-author's verification status, please select from the choice(s) below and click the 'Save' button. If you want to retain the co-author's current verification status, click the 'Cancel' button.

Declined



Manage Other Authors

- Edit Other Author E-mail Address
- Set Other Author Verification Status

Custom Questions for Reviewers and Editors

The Reviewer Form and the Editor Form



Options for Collecting Reviewer and Editor Data

- Create a Review Question
- Add Review Question to **Reviewer or Editor Form**
- Match Form to Article Type and Role
- **New/Reordered PolicyManager**

NEW!



New Bits of PolicyManager

OLD

☐ **Reviewer and Editor Form Policies**

Manuscript Rating Question Configuration
Edit Manuscript Rating Questions
Overall Manuscript Rating Question Settings
Edit Manuscript Rating Instructions

Reviewer Recommendation Policies
Edit Reviewer Recommendation Terms
Create/Edit Custom Review Questions
Create/Edit Review Forms
Match Review Forms to Article Types and Reviewer Roles
Set Pending Assignments Deep Link Expiration
Set Reviewer Recommendation Deep Link Expiration

Editor Decision Policies
Edit Editor Decision Terms
Create Editor Forms
Configure Editor Forms
Editor Manuscript Rating Question Configuration
Configure Options for Review Rating
Configure Automatic Withdrawal of Declined Revisions

NEW

☐ **Reviewer and Editor Form Policies**

Custom Review Questions for Editors and Reviewers
Create/Edit Custom Review Questions

Manuscript Rating Question Configuration
Edit Manuscript Rating Questions
Overall Manuscript Rating Question Settings
Edit Manuscript Rating Instructions

Reviewer Recommendation Policies
Edit Reviewer Recommendation Terms
Create/Edit Review Forms
Match Review Forms to Article Types and Reviewer Roles
Set Pending Assignments Deep Link Expiration
Set Reviewer Recommendation Deep Link Expiration

Editor Decision Policies
Edit Editor Decision Terms
Configure Editor Decision Phrases
Create/Edit Editor Forms
Match Editor Forms to Article Types and Editor Roles
Editor Manuscript Rating Question Configuration
Configure Options for Review Rating
Configure Automatic Withdrawal of Declined Revisions

Custom Review Questions – Configuration

Question: [Insert Special Character](#)

Instructions for Reviewer or Editor Response: [Insert Special Character](#)

Hide: When you **Hide** a Custom Review Question, the question is deactivated (not available for use with new Review or Editor Forms).

Available for Decision Letter Merging: When you select this checkbox, both the question and answer can be merged into the decision letter using the %REVIEW_QUESTIONS_AND_RESPONSES% or %RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR% merge fields (for Reviewers) or the %EDITOR_QUESTIONS_AND_RESPONSES% and %EDITOR_RESPONSES_AND_COMMENTS_TO_AUTHOR% merge fields (for Editors). Editors will be able to de-select individual responses before the Author is notified. The Reviewer question and answer will also be inserted into Reviewer Invitation/Assignment Letters by the %REVIEWER_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR% merge field, for those reviews explicitly selected by the Editor for inclusion.

Response Type: ▼

Minimum Field Length:
(Must be less than or equal to the Maximum Field Length)

Maximum Field Length:
(A value from 1 to 200)

Default Value for Field:

None
 Single Value (enter value below)

[Insert Special Character](#)

Custom Review Questions – Configuration

Reviewer Recommendation Policies

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)

Edit Review Form

EMUG2019

Hide - When you **Hide** a Reviewer Form, the form will be deactivated (not available for use with any Article Types).

Reviewer Instructions.

Display Reviewer Instructions in popup

Current Custom Review Question List

No Custom Review Questions have been added to the list.

[+ Add Custom Review Question](#)

Display Comments to Author text box

Merge into Editor Comments in Decision Ch

Keep separate from Editor Comments in De

Default Text for Comments to Author:

Select Custom Review Questions for Review Form



Custom Review Questions available for use on the Review Form are displayed below. Click the 'Save' icon to add them to the Review Form.

[Select All](#) | [Clear All](#)

- Are you willing to review the revision of this manuscript?
- Do you suggest that a statistical reviewer reviews this article?
- How many hours did it take you to complete this review?
- Please provide the date on which you completed your review.
- Would you recommend a colleague to review for us. Why or why not?
- What other types of material do you read?
- How many hours of sleep are you likely to get per night?

[Select All](#) | [Clear All](#)

Custom Review Questions – Configuration

Edit Review Form

Review Form Name:

- Hide - When you **Hide** a Reviewer Form, the form will be deactivated (not available for use with any Article Types).

Reviewer Instructions:

- Display Reviewer Instructions in popup

[Insert Special Character](#)

Current Custom Review Question List

	Required for Submission	Visible to Reviewers	Visible to Author
  Are you willing to review the revision of this manuscript?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[+ Add Custom Review Question](#)

Custom Review Questions – Configuration

Reviewer Recommendation Policies

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)



Filter By: All Reviewer Roles | All Article Types | Set Displayed New Review Form to: Default Review Form | Set

Display Manuscript Rating Question Responses to Author for displayed Reviewer Roles/Article Types | Set Displayed Revised Review Form to: Default Review Form | Set

Reviewer Role / Article Type	Reviewer	Statistical Reviewer
Original Study	New: EMUG2019 <input checked="" type="checkbox"/> Use Manuscript Rating Questions Select <input checked="" type="checkbox"/> Display Responses to Author	New: Default Review Form <input checked="" type="checkbox"/> Use Manuscript Rating Questions Select <input checked="" type="checkbox"/> Display Responses to Author
	Revised: EMUG2019	Revised: Default Review Form
Editorial	New: Default Review Form <input type="checkbox"/> Use Manuscript Rating Questions Select <input type="checkbox"/> Display Responses to Author	New: Default Review Form <input type="checkbox"/> Use Manuscript Rating Questions Select <input type="checkbox"/> Display Responses to Author
	Revised: Default Review Form	Revised: Default Review Form

Custom Review Questions – Review Form Display

Geeks in Space!

Original Submission
Ryan Habeck (Reviewer 1)

Recommendation: Overall Manuscript Rating (1-100):

Review Questions

Are you willing to review the revision of this manuscript?

Custom Review Questions – Configuration

Editor Decision Policies

[Edit Editor Decision Terms](#)

[Configure Editor Decision Phrases](#)

[Create/Edit Editor Forms](#)

[Match Editor Forms to Article Types and Editor Roles](#)



[Editor Manuscript Rating Question Configuration](#)

[Configure Options for Review Rating](#)

[Configure Automatic Withdrawal of Declined Revisions](#)

Current Custom Review Question List

Required for Submission

  What other types of material do you read?

[+ Add Custom Review Question](#)

[Display Reviewer Questions and Responses Grid](#)

[Display Editor Questions and Responses Grid](#)

Custom Review Questions – Configuration

Editor Decision Policies

[Edit Editor Decision Terms](#)

[Configure Editor Decision Phrases](#)

[Create/Edit Editor Forms](#)

[Match Editor Forms to Article Types and Editor Roles](#)

[Editor Manuscript Rating Question Configuration](#)

[Configure Options for Review Rating](#)

[Configure Automatic Withdrawal of Declined Revisions](#)

Filter By: Set Displayed Items to:

Editor Role / Article Type	Managing Editor	Associate Editor
Original Study	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Editorial	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Review	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Rapid Communication	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Case Report	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Letter to the Editor	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Commentary	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Special Issue	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Special Issue Article	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Annual Meeting Abstract	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>
Special Issue Abstract	<input type="text" value="EMUG2019"/>	<input type="text" value="EMUG2019"/>

Custom Review Questions – Editor Form Display

Geeks in Space!

Original Submission
Reed Bowman (Associate Editor)

Decision: Overall Editor Manuscript Rating (1-100):

[Cancel](#) [Save & Submit Later](#) [Proof & Print](#) [Proceed](#)

[Details](#) [History](#) [Attachments \(0\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

Original Submission

[Ryan Habeck](#) (Reviewer 1)

[Accept](#)

[Reed Bowman](#) (Associate Editor)

[Assigned - No Decision](#)

[Author Decision Letter](#)

[Marvin Martian](#) (Author)

[Editor Instructions](#)

Editor Review Questions

What other types of material do you read? (please select one or more)

- People Magazine
- TV Guide (Does that even exist anymore?)
- Other scholarly publications
- Wall Street Journal or Equivalent
- Weekly World News - (It's ok to admit it.)

Custom Review Questions – Display, Continued

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Name	Editor Decision	Author Notified Date
View Submission Details History File Inventory Solicit Commentary Assign Editor Notify Author Set Final Disposition Initiate Production View Reviews and Comments Send E-mail Linked Submissions	DEMOTFBeta-D-19-00001	Original Study	Geeks in Space!	Marvin Martian	Jun 05, 2019	Jun 07, 2019	Decision in Process	Reed Bowman	Accept	Notify Author

View Reviews and Comments for Manuscript DEMOTFBeta-D-19-00001 "Geeks in Space!" Original Submission

Click the recommendation term to view the comments for the submission.

[Attachments \(0\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

	Original Submission
Ryan Habeck (Reviewer 1)	Accept
Reed Bowman (Associate Editor)	Accept
Author Decision Letter	
Marvin Martian (Author)	

Custom Review Questions – Display, Continued

DEMOTFBeta-D-19-00001
"Geeks in Space!"
Original Submission

Ryan Habeck (Reviewer 1)

Reviewer Recommendation Term:	Accept
Overall Reviewer Manuscript Rating:	N/A
Rate Review:	0

Custom Review Question(s):	Response
Are you willing to review the revision of this manuscript?	Yes

Manuscript Rating Question(s):
The subject addressed in this article is worthy of investigation.
The information presented was new.
The conclusions were supported by the data.

Comments to Editor:
The author was very thorough when describing space.

Comments to Author:
Great job on this paper, Marvin!

Custom Review Questions – Display, Continued

View Reviews and Comments for Manuscript
DEMOTFBeta-D-19-00001
"Geeks in Space!"
Original Submission

Click the recommendation term to view the comments for the submission.

[Attachments \(0\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

	Original Submission
Ryan Habeck (Reviewer 1)	Accept
Reed Bowman (Associate Editor)	Accept
Author Decision Letter	
Marvin Martian (Author)	

Custom Review Questions – Display, Continued

Manuscript DEMOTFBeta-D-19-00001
"Geeks in Space!"
Original Submission

Reed Bowman (Associate Editor)

[Edit Editor Comments](#)

Date Submitted:	Jun 05, 2019
Status Date:	Jun 07, 2019
Current Status:	Decision in Process
Final Disposition:	
Editor's Recommendation:	Accept
Overall Editor Manuscript Rating (1-100):	0 (Select 1-100)
Assignment Date:	Jun 07, 2019
Accepted / Declined:	Accepted
Date Assignment Completed:	Jun 07, 2019
Elapsed Days:	0

Editor Review Questions	Response
What other types of material do you read?	<ul style="list-style-type: none">Weekly World News - (It's ok to admit it.)

Editor's Comments to Editor

Reviewer, Ryan Habeck: The author was very thorough when describing space.

Editor's Comments to Author

Reviewer #1: Great job on this paper, Marvin!

Custom Review Questions – Display, Continued

View Reviews and Comments for Manuscript
DEMOTFBeta-D-19-00001
"Geeks in Space!"
Original Submission

Click the recommendation term to view the comments for the submission.

[Attachments \(0\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

	Original Submission
Ryan Habeck (Reviewer 1)	Accept
Reed Bowman (Associate Editor)	Accept
Author Decision Letter	
Marvin Martian (Author)	

Custom Review Questions – Display, Continued

Review Question Responses
DEMOTFBeta-D-19-00001
“Geeks in Space!”
Original Submission

Original Submission

Reviewer Custom Review Question(s)

Ryan Habeck (Reviewer)

Are you willing to review the revision of this manuscript?

Yes

Editor Custom Review Question(s)

Reed Bowman (Associate Editor)

What other types of material do you read?

Weekly World News (It's ok to admit it.)

Custom Review Questions – Display, Continued

Ref.: Ms. No. DEMOTFBeta-D-19-00001

Geeks in Space!

DEMO TF Beta Site (CS Site)

Dear %TITLE% %LAST_NAME%,

I am pleased to tell you that your work has now been accepted for publication in DEMO TF Beta Site (CS Site).

It was accepted on %FINAL_EDITOR_DECISION_DATE%.

Comments from the Editor and Reviewers can be found below.

Thank you for submitting your work to this journal.

With kind regards,

Tina Fleischer

Managing Editor

DEMO TF Beta Site (CS Site)

Comments from the Editors and Reviewers:

Editor's Responses to Questions and Comments to Author

What other types of material do you read?

Associate Editor:

*Weekly World News

Reviewer #1: Great job on this paper, Marvin!



Searches

Searches – How?

Search

[Search Submissions](#) | [Search People](#)



Searches – What?

Search submissions selection criteria

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

Search Definition:

Remove Search Definition

Edit Selected Search Definition

Share Selected Search Definition

Run Selected Search Definition

[Help with Searching](#)

[Insert Special Character](#)

[Value Options](#)

[Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
<input type="text"/>	<input type="text" value="Manuscript Number"/>	<input type="text" value="is"/>	<input type="text" value="Contains"/>	<input type="text"/>	<input type="text"/>

Clear

Search

Searches – Submission Flags

Search submissions selection criteria

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

Search Definition:

Remove Search Definition

Edit Selected Search Definition

Share Selected Search Definition

Run Selected Search Definition

[Help with Searching](#)

[Insert Special Character](#)

[Value Options](#)

[Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
<input type="text"/>	<input type="text" value="Submission Flag Name"/>	<input type="text" value="is"/>	<input type="text" value="Equal To"/>	<input type="text" value="Tested on Human Subject"/>	<input type="text"/>

Add

Clear

Search

Searches – Results of Submission Flag Search

Action	Manuscript Number	Author Name	Article Title	Article Type	Current Status
Action Links H (7%) (90%) D	DEMOTF150-D-18-00023	David Lee Roth ☹	The New LiXuid Interface: EM Version 14.1	Original Study	With Editor
Action Links H (30%) D	DEMOTF150-D-18-00025	mary mary ☺	Testing	Original Study	With Editor
Action Links ! H (50%) D	DEMOTF150-D-18-00026	mary mary ☺	Test Today	Original Study	Decision in Process
Action Links ! H (79%) D	DEMOTF150-D-18-00030	Abby Author ☺	My Test Submission #3	Original Study	Under Review

Searches – Saving Submission Flag Search

Save Search Criteria

Check the provided checkbox and and click the "Submit" button again to overwrite the existing search with this one. Alternatively, enter a new name for your saved search before proceeding.

Criteria	Search Criteria Name
Submission Flag Name is equal to 'Tested on Human Subjects'	<input type="text" value="Tested on Humans"/>
	<input checked="" type="checkbox"/> Show this Search in Main Menus

[Back to Search Results](#)
[New Search](#)
[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Searches – Saved Search on Main Menu

Managing Editor Main Menu

Quick Searches:

[Tested on Humans](#)

Submissions With:

0 Reviews
Complete
1

1 Reviews
Complete
1

2 Reviews
Complete
0

3 Reviews
Complete
0

4 Reviews
Complete
0

Search

[Search Submissions](#) | [Search People](#)

Searches – Sharing Saved Searches

Search submissions selection criteria

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

Search Definition:

Remove Search Definition

Edit Selected Search Definition

Share Selected Search Definition

Run Selected Search Definition

[Help with Searching](#)

[Insert Special Character](#)

[Value Options](#)

[Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
<input type="text"/>	<input type="text" value="Manuscript Number"/>	<input type="text" value="is"/>	<input type="text" value="Contains"/>	<input type="text"/>	<input type="text"/>
					<input type="button" value="Add"/>

Searches – Sharing Saved Searches

Save Search Criteria

Select the Roles that will be able to use this Search Definition. Users with access to 'Search Submissions' or 'Search Proposals' links will be able to select the definitions there; users without access to these links can only use searches that are configured with the 'Show this Search in Main Menus' option set.

Cancel

Proceed

Include	Role:
<input type="checkbox"/>	Managing Editor
<input checked="" type="checkbox"/>	Associate Editor
<input checked="" type="checkbox"/>	Editor-in-Chief
<input type="checkbox"/>	Copy Editor

Cancel

Proceed

Searches – Shared Search “Sharee’s View”

Associate Editor Main Menu

Quick Searches:

[Tested on Humans](#)

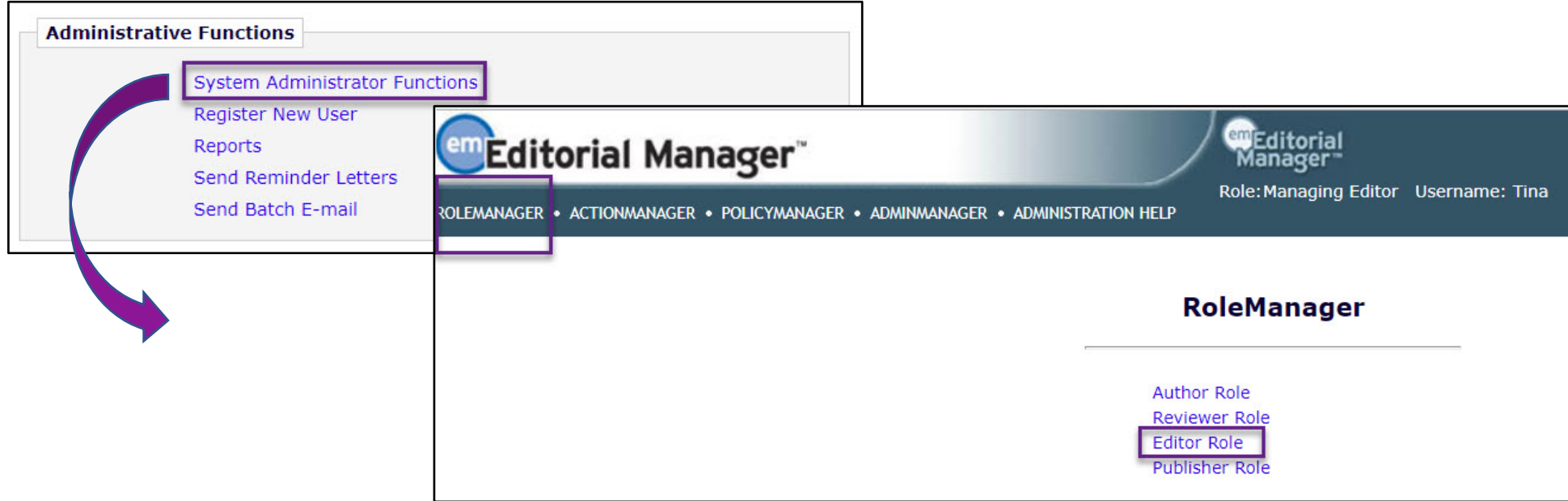
Submissions With:

0 Reviews Complete 3	1 Reviews Complete 0	2 Reviews Complete 0	3 Reviews Complete 0	4 Reviews Complete 0
---	---	---	---	---

Search

[Search Submissions](#) | [Search People](#)

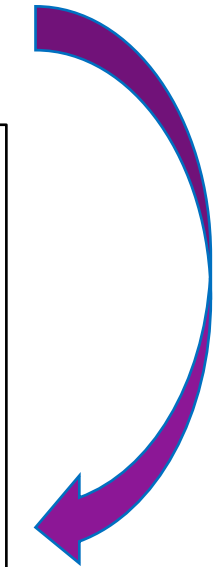
RoleManager Permission to Share Searches



The screenshot shows the Editorial Manager interface. On the left, a sidebar menu under 'Administrative Functions' includes 'System Administrator Functions' with sub-items: 'Register New User', 'Reports', 'Send Reminder Letters', and 'Send Batch E-mail'. The main header area displays the 'em Editorial Manager' logo, the user's role 'Role: Managing Editor', and the username 'Username: Tina'. Below the header, a navigation bar lists roles: 'ROLEMANAGER', 'ACTIONMANAGER', 'POLICYMANAGER', 'ADMINMANAGER', and 'ADMINISTRATION HELP'. The main content area is titled 'RoleManager' and lists four roles: 'Author Role', 'Reviewer Role', 'Editor Role', and 'Publisher Role'. A purple box highlights 'Editor Role'.



The screenshot shows the 'General Searching and Viewing' settings. It includes a dropdown menu for 'Use Editorial Details Layout' set to 'Default Editorial'. Below this are three checked checkboxes: 'Search All Manuscripts', 'Search Only Assigned Manuscripts', and 'Share Saved Searches'. A purple box highlights the 'Share Saved Searches' checkbox.



Reporting

When it comes to reporting, Publishers' needs are unique.

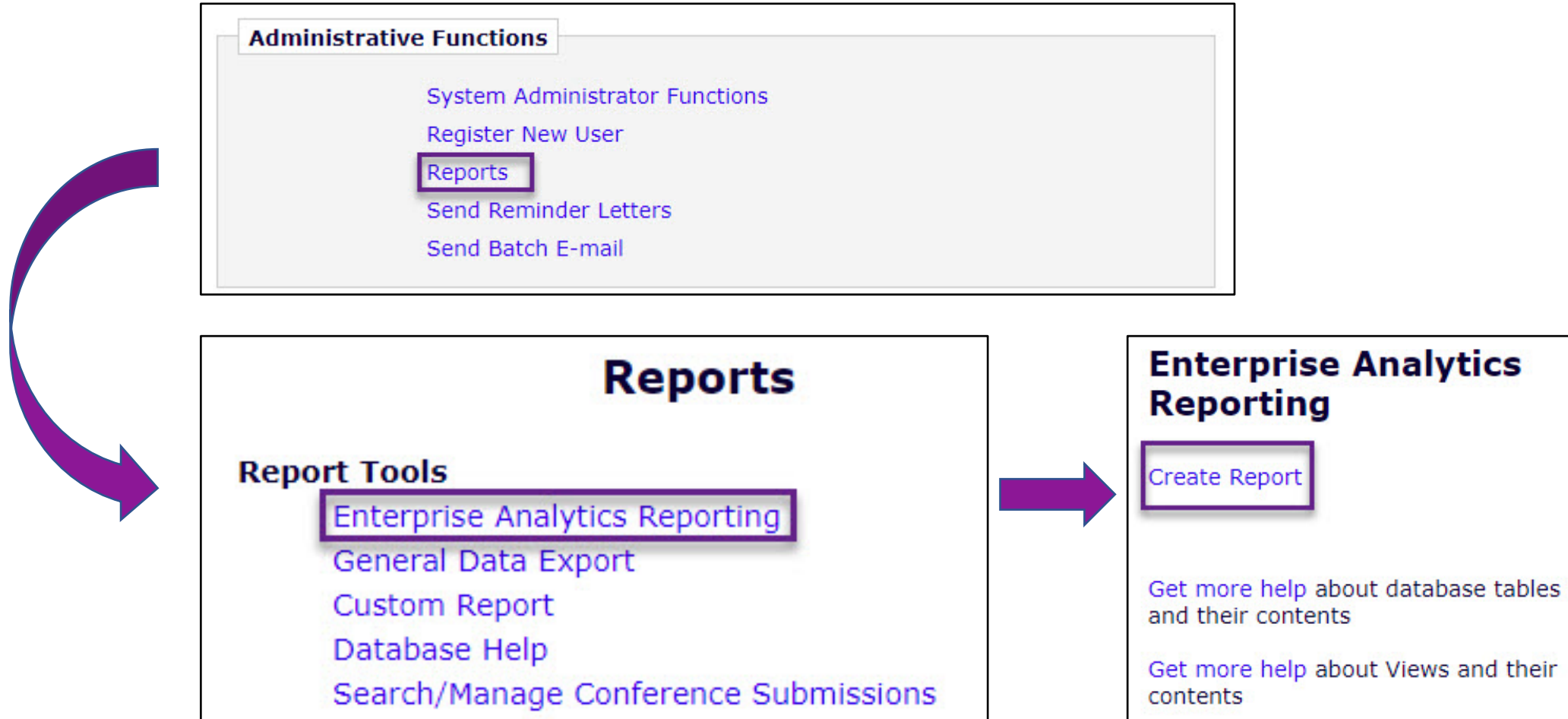


Reporting – Views Available in Custom Reports and EAR

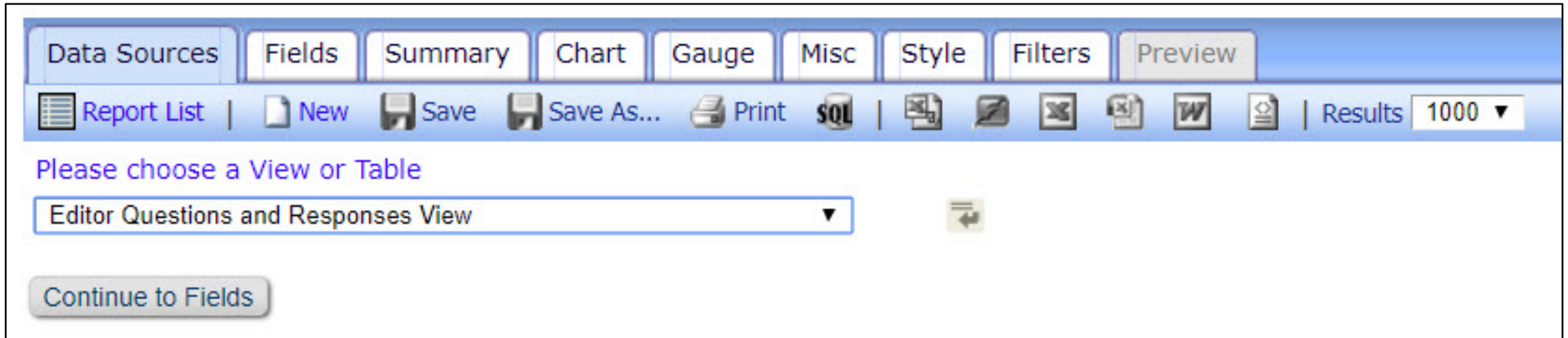
- Submission and Author Questionnaires View
- Submission and All Authors Questionnaires View
- Review Questions and Responses View
- Editor Questions and Responses View **NEW!**



Reporting – Basic EAR Report



Reporting – Choose Your EAR Data Source

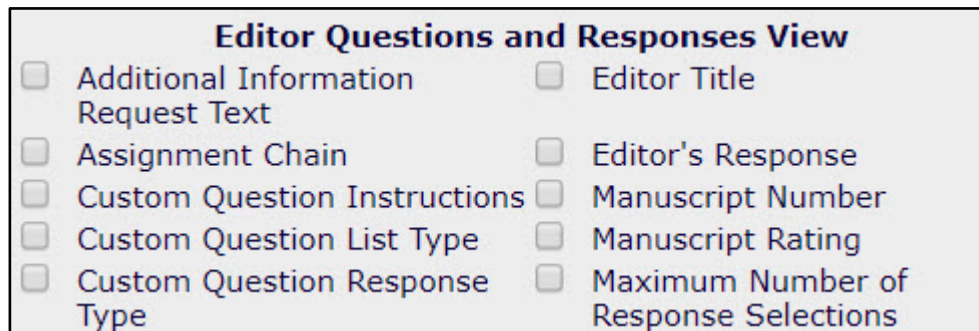
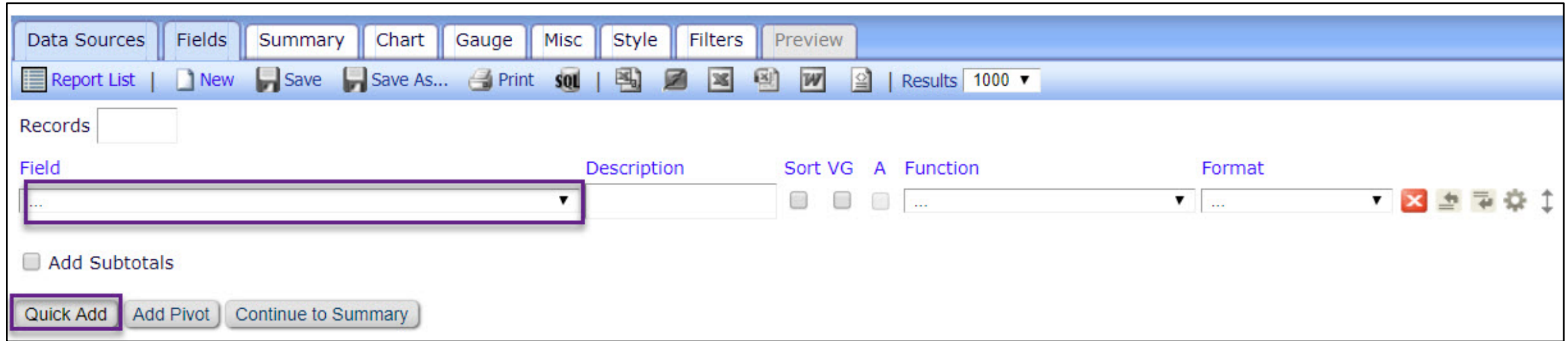


The screenshot shows a software interface with a blue header bar containing several tabs: "Data Sources", "Fields", "Summary", "Chart", "Gauge", "Misc", "Style", "Filters", and "Preview". Below the tabs is a toolbar with icons for "Report List", "New", "Save", "Save As...", "Print", "SQL", and several other document-related icons. To the right of the toolbar is a "Results" dropdown menu set to "1000".

Below the toolbar, the text "Please choose a View or Table" is displayed in blue. A dropdown menu is open, showing "Editor Questions and Responses View" with a downward arrow. To the right of the dropdown is a small circular icon with a curved arrow.

At the bottom left, there is a button labeled "Continue to Fields".

Reporting – Choose Your EAR Fields



Quick Add, partial display

Use the drop-down to add fields,

OR use Quick Add and
reorder your fields later

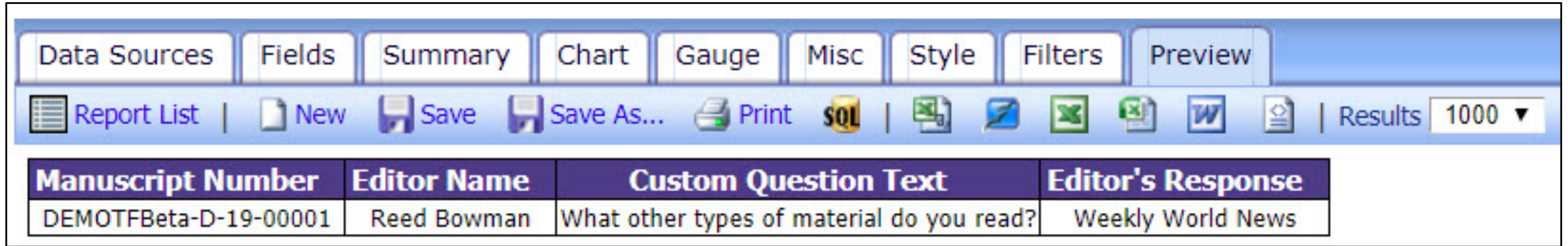
Reporting – Choose Your EAR Fields

Field	Description	Sort	VG	A	Function	Format					
Manuscript Number	Manuscript Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revision Number	Revision Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	0,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editor First Name	Editor Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editor Last Name		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Question Text	Custom Question T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editor's Response	Editor's Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Subtotals

[Quick Add](#) [Add Pivot](#) [Continue to Summary](#) [Preview](#)

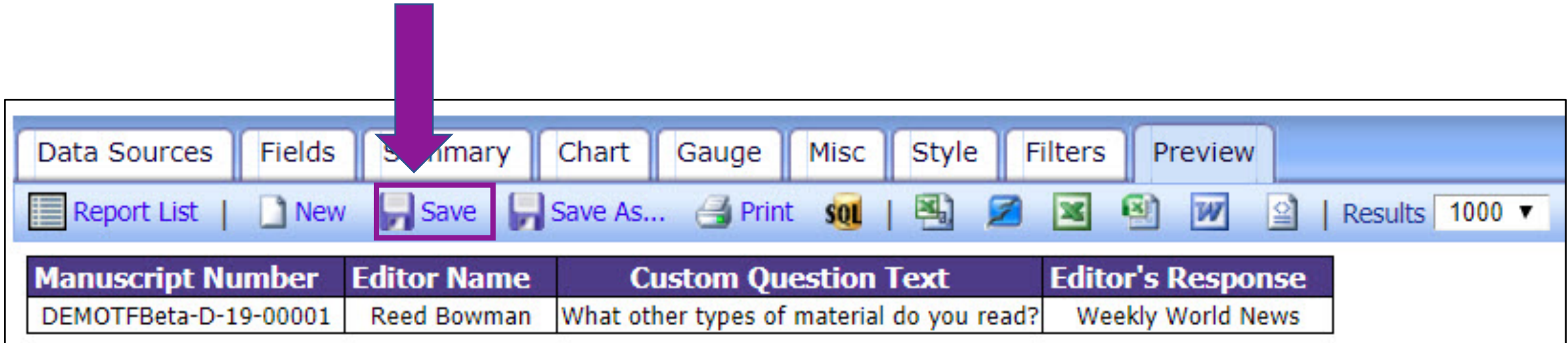
Reporting – Preview Your Report



The screenshot shows a software interface for reporting. At the top, there is a menu bar with the following options: Data Sources, Fields, Summary, Chart, Gauge, Misc, Style, Filters, and Preview. Below the menu bar is a toolbar containing icons for Report List, New, Save, Save As..., Print, and several data source icons (SQL, Excel, Access, Word, etc.). On the right side of the toolbar, there is a 'Results' dropdown menu set to '1000'. Below the toolbar is a table with the following data:

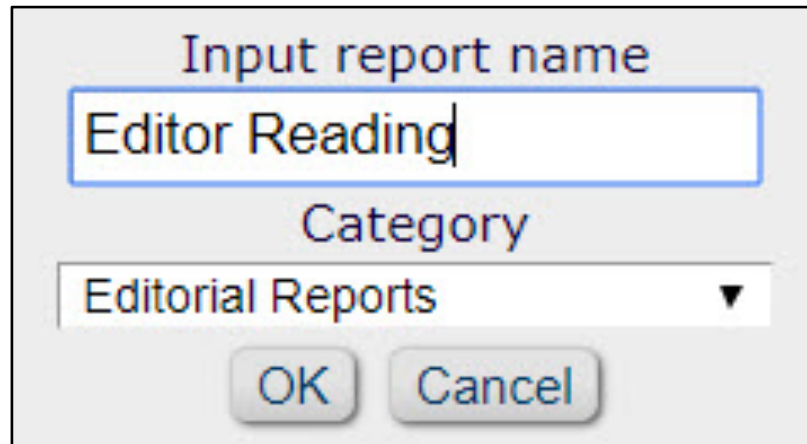
Manuscript Number	Editor Name	Custom Question Text	Editor's Response
DEMOTFBeta-D-19-00001	Reed Bowman	What other types of material do you read?	Weekly World News

Reporting – Saving Your Report



The screenshot shows a software interface with a menu bar at the top. The menu items are: Data Sources, Fields, Summary, Chart, Gauge, Misc, Style, Filters, and Preview. Below the menu bar is a toolbar with icons for Report List, New, Save, Save As..., Print, SQL, and several application icons. The 'Save' icon is highlighted with a purple box. A purple arrow points from the top of the page down to the 'Save' icon. Below the toolbar is a table with the following data:

Manuscript Number	Editor Name	Custom Question Text	Editor's Response
DEMOTFBeta-D-19-00001	Reed Bowman	What other types of material do you read?	Weekly World News



The dialog box is titled "Input report name" and contains the following fields and buttons:

- Input report name: Editor Reading
- Category: Editorial Reports
- Buttons: OK, Cancel

Reporting – Your Saved Report

Enterprise Analytics Reporting

[Create Report](#)

[Get more help](#) about database tables and their contents

[Get more help](#) about Views and their contents

Shared Reports



Editorial Reports

[Editor Reading](#)



Uncategorized

[Test](#)

Standard Reports



Editorial Reports

[Accept and Reject Decisions by Editor in selected timeframe](#)

[Accept and Reject Decisions in selected timeframe](#)

[Average Days to Decision by Editor](#)

Any Questions?

Tina Fleischer
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