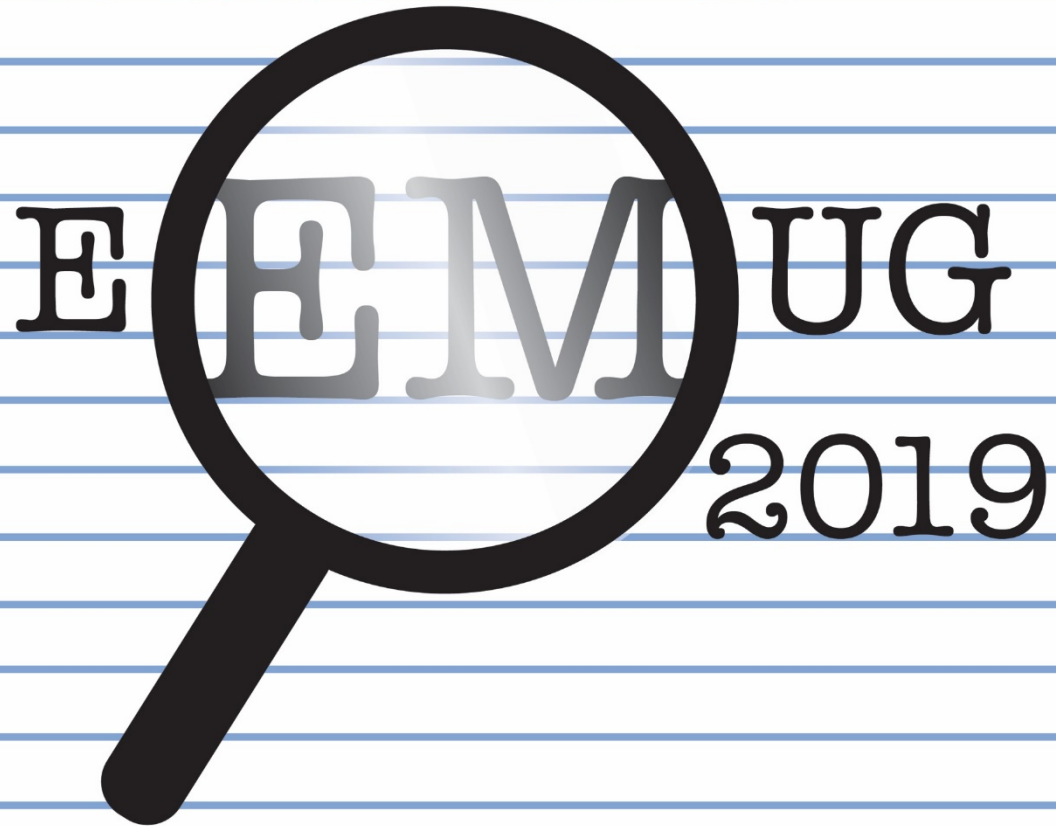


Welcome to



#EEMUG2019



ProduXion Manager Bootcamp

Tina Fleischer, Account Coordinator, tfleischer@ariessys.com





- What is ProduXion Manager?
- Getting Started
- Role Families
- Searching Submissions
- 4 Ways to Get a Submission into PM
- Assigning Production Tasks
- Production Status Grid
- Schedule Groups
- Reporting



What Is ProduXion Manager?





- Companion product to Editorial Manager
- Offers a set of features that allow publications to manage activity outside of the peer-review workflow
- Production Tasks are used to track and manage assignments to outside vendors or freelancers





Getting Started



Main Page Overview

VICTORIA SCIBILIA

pm ProduXion
Manager®

Not logged in.

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Welcome to ProduXion Manager® for
VICTORIA SCIBILIA



Main Page Overview

VICTORIA SCIBILIA

ProduXion Manager[®]
Not logged in.

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Welcome to ProduXion Manager[®] for
VICTORIA SCIBILIA


[Insert Special Character](#)

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](#)

Software Copyright © 2018 Aries Systems Corporation. [Privacy Policy](#)



Role Families



Role Families

Reviewer Login



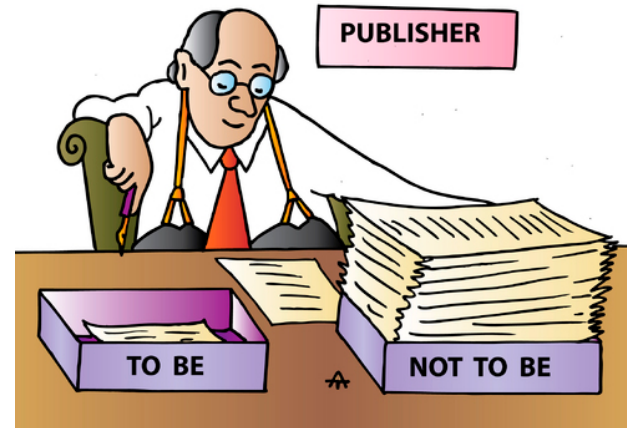
Author Login



Editor Login



Publisher Login



Role Families

Author Login

Reviewer Login

Editor Login

Publisher Login



Role Families

- Editor Roles: Can have as much access to the Production environment as the publication needs

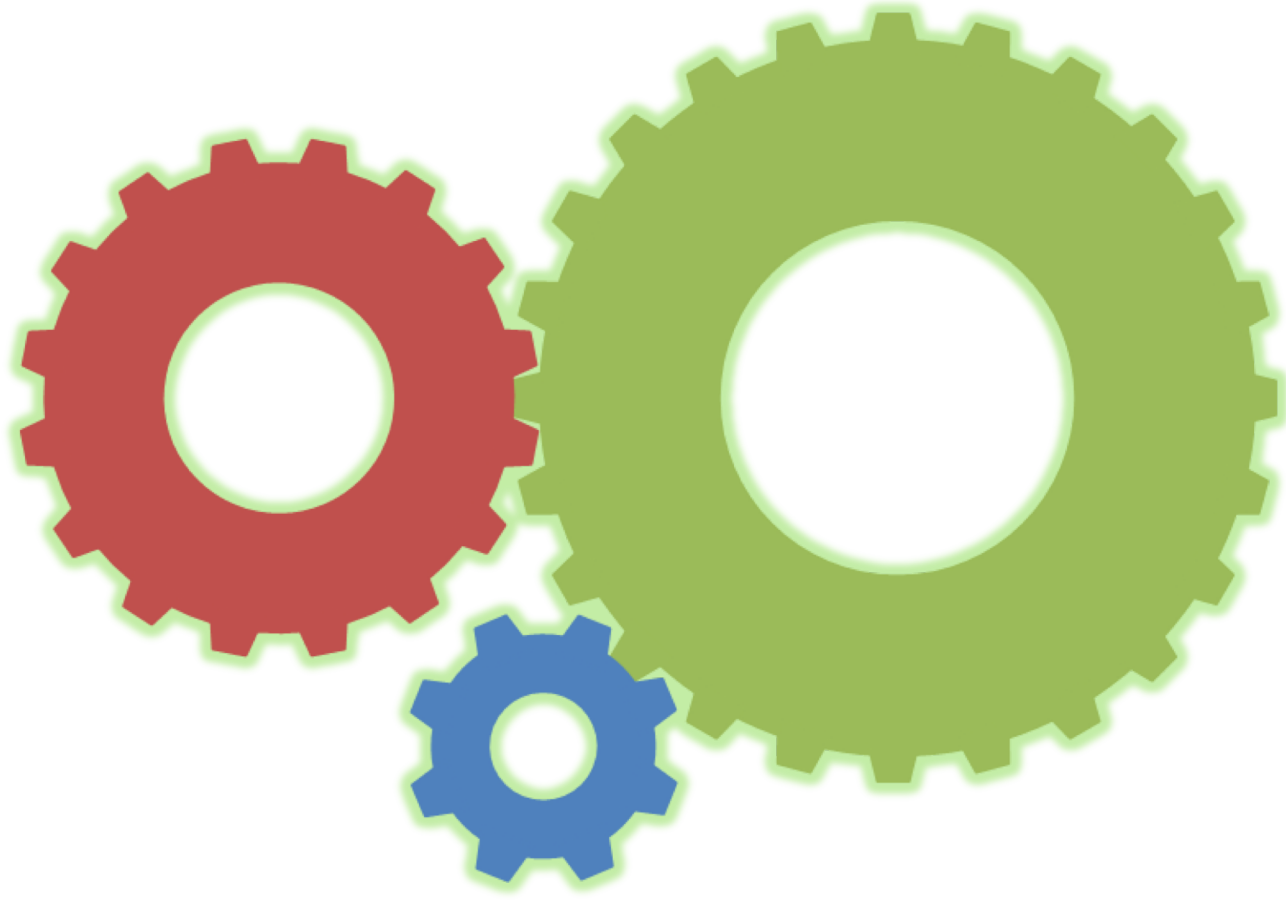
Used for internal staff – Production Editors

- Publisher Roles: Less access to peer-review functionality

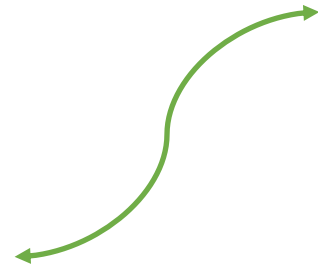
Used for third-party suppliers – External freelancers or vendors



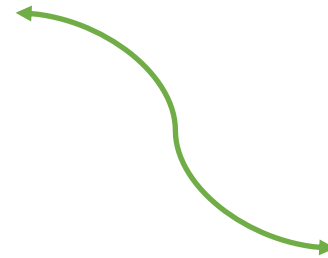
Configurations



PolicyManager



RoleManager



PolicyManager

The screenshot shows the Editorial Manager interface. The top navigation bar includes the Editorial Manager logo and a breadcrumb trail: ROLEMANAGER • ACTIONMANAGER • **POLICYMANAGER** • ADMINMANAGER • ADMINISTRATION HELP. The user's role is 'Managing Editor' and the username is 'mary'. The main content area is titled 'PolicyManager Main Menu' and contains a list of expandable menu items. The 'Produxion Manager' item is highlighted with a green box and is expanded to show a list of configuration tasks.

PolicyManager Main Menu

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

- ⊕ Registration and Login Policies
- ⊕ Status Policies
- ⊕ Submission Policies
- ⊕ Questionnaire Policies
- ⊕ Additional Data Policies
- ⊕ Editor Assignment Policies
- ⊕ Reviewer and Editor Form Policies
- ⊕ E-mail and Letter Policies
- ⊕ General Policies
- ⊕ Discussion Forums
- ⊕ Linked Submissions Policies
- ⊕ Conference Submission Policies
- ⊕ Transmittal Policies
- ⊕ **Produxion Manager**
 - ⊕ Configure Automatic Production Initiation
 - ⊕ Configure Automatic Copy of Target to Actual Publication Information
 - ⊕ Configure Book Processing
 - ⊕ Configure NIHMS Embargo Period Rules
 - ⊕ Configure Submission Workflows and Production Tasks
 - ⊕ Configure Schedule Group Production Tasks
 - ⊕ Set Author Production Task Deep Link Expiration
 - ⊕ Configure Identifiers Displayed in Production Tracking
 - ⊕ Configure Production Statuses
 - ⊕ Define National Holidays
 - ⊕ Configure Attachment Security
 - ⊕ Edit Instructions for Attachments
 - ⊕ Set Attachments Deep Link Policy



RoleManager

Produxion Manager

- 000** Create Submission
- 000** Initiate Production Manually
- 000** Allow Task Assignment and Assignment to Schedule Group when Initiating Production
- 000** Serve as Corresponding Production Editor
- 000** Change Corresponding Production Editor
- 000** View Schedule Groups
- 000** Manage Schedule Groups
 - 000** Assign Submissions to Multiple Schedule Groups
 - 000** Copy Contents when Copying a Group
 - 000** Automatically Cancel Production Task Assignments when Closing Schedule Groups
- 000** Edit Submission Target Online Publication Date
- 000** View Production Details
 - 000** Use Production Details Layout
- 000** View Production Status Grid
- 000** View At-Risk Submissions
- 000** View All Submissions in Production
- 000** End Production/Return to Production
- 000** Assign Submission Production Task
- 000** Assign Schedule Group Production Task
- 000** Cancel Production Task Assignment
- 000** Override Submission Production Task Due Date
- 000** Override Schedule Group Production Task Due Date
- 000** Receive Production Task
- 000** Create Automated Submission Tasks Reminders
- 000** Create Automated Schedule Group Tasks Reminders
- 000** Send Production Reminders
- 000** Run Production Task Assignment Totals Report
- 000** Download Attachments
- 000** Upload Attachments

For Author, Editor, and
Publisher Roles

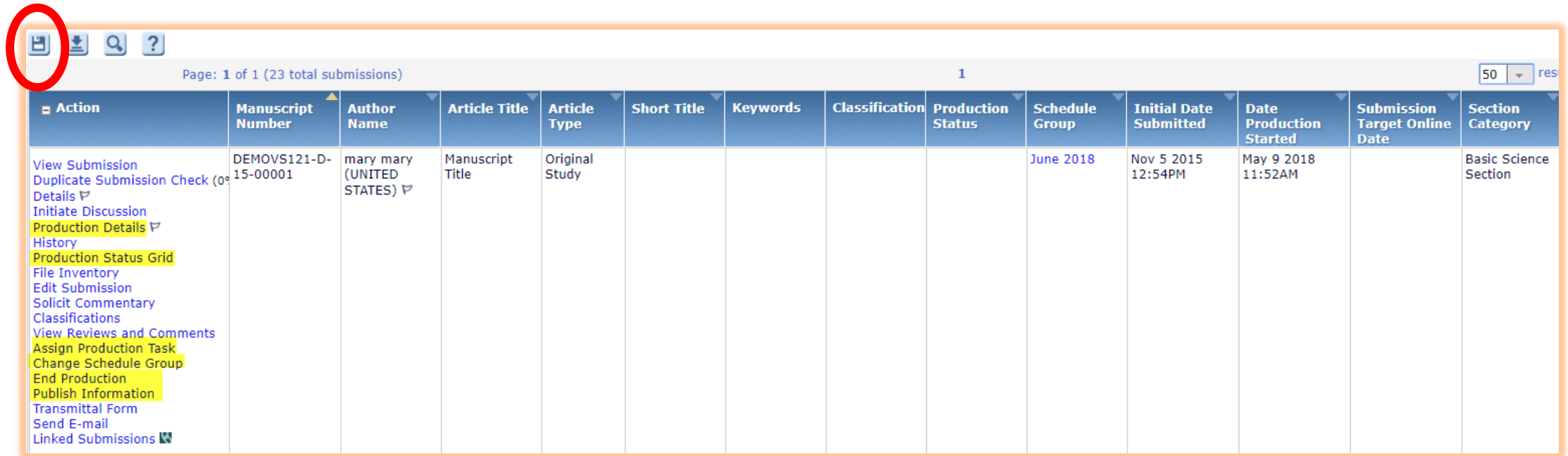




Searching Submissions



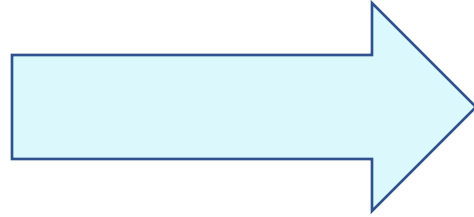
Searching Submissions in PM



Page: 1 of 1 (23 total submissions) 1 50 res

Action	Manuscript Number	Author Name	Article Title	Article Type	Short Title	Keywords	Classification	Production Status	Schedule Group	Initial Date Submitted	Date Production Started	Submission Target Online Date	Section Category
View Submission Duplicate Submission Check (0) Details Initiate Discussion Production Details History Production Status Grid File Inventory Edit Submission Solicit Commentary Classifications View Reviews and Comments Assign Production Task Change Schedule Group End Production Publish Information Transmittal Form Send E-mail Linked Submissions	DEMOVS121-D-15-00001	mary mary (UNITED STATES)	Manuscript Title	Original Study					June 2018	Nov 5 2015 12:54PM	May 9 2018 11:52AM		Basic Science Section

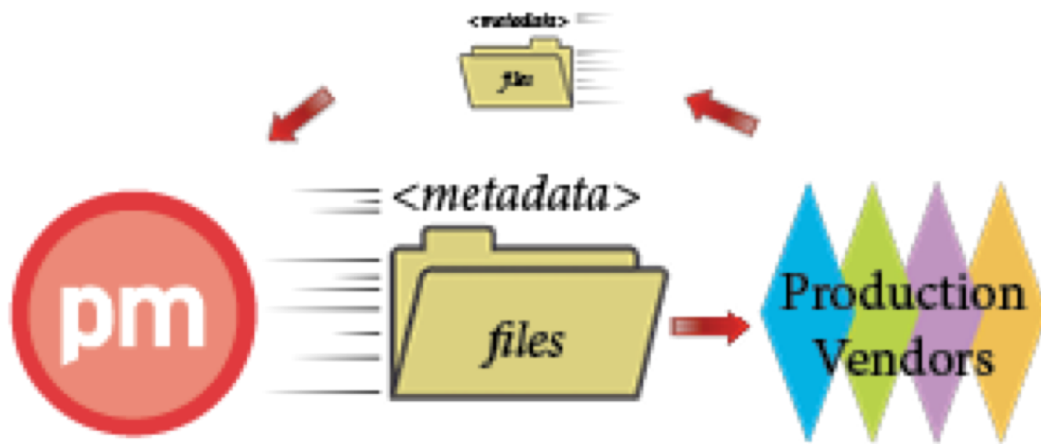




4 Ways to Get a Submission into PM



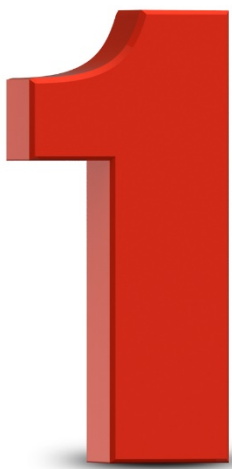
Getting Submissions into PM



- Final Disposition – Accept
- New Submissions – Initiate Production link
- Create Submission Interface
- Imports

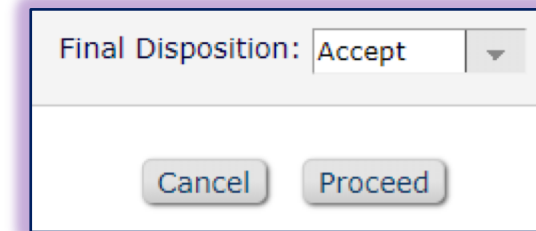
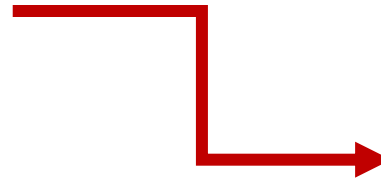
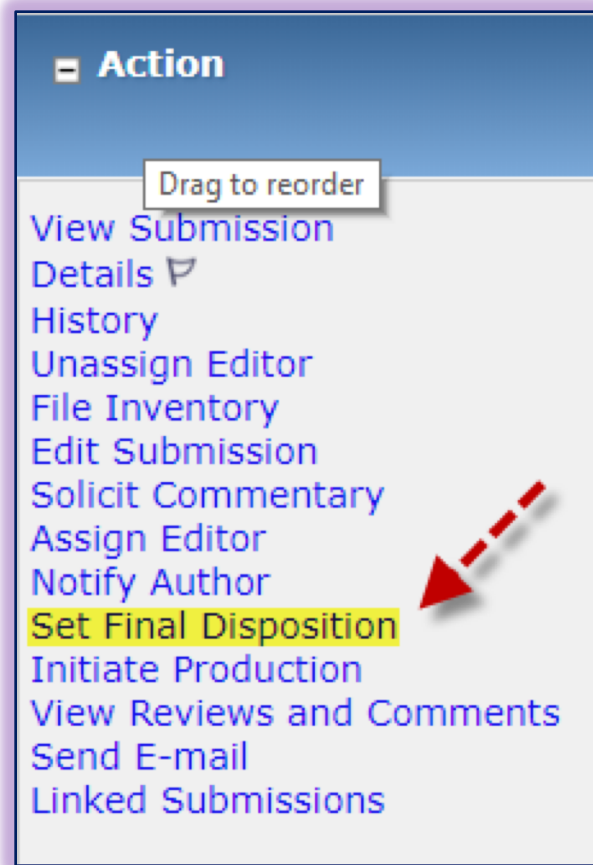


Final Disposition - Accept



Final Disposition – Accept

All Submissions with Editor's Decision



Final Disposition - Accept

Source Files					
Item Type	Item Description	File Name	Last Modified	Actions	Include Item in Publisher Zip File
PDF	PDF			View	<input checked="" type="checkbox"/>
Manuscript		Test Manuscript.doc	Jul 11 2016 3:53PM	Download Item Item Metadata	<input checked="" type="checkbox"/>
Figure		flower.jpg	Jun 5 2018 5:14PM	Download Item Item Metadata	<input checked="" type="checkbox"/>
Figure		flower2.jpg	Jun 5 2018 5:14PM	Download Item Item Metadata	<input checked="" type="checkbox"/>



Final Disposition - Accept

Submission Metadata		
<input checked="" type="checkbox"/> Include metadata in release to production		
Item Description	Value	
Manuscript Number	DEMOVS141-D-18-00001	Help
Revision Number	0	Help
Article Title	Taming Temptation: Visual Perspective Impacts Consumption and Willingness to Pay For Unhealthy Foods	Help
Article Type	Original Study	Help
Initial Date Submitted	Oct 3 2017 11:36AM	Help
Date Revision Submitted		Help
Keyword		Help
Classification Description		Help
Section/Category Name		Help
All Authors	mary mary; Brittany M. Christian; Lynden K. Miles; Sophie T. Kenyeri; Jennifer Mattschey; Victoria Scibilia	Help
First Author First Name	mary	Help
First Author Middle Name		Help
First Author Last Name	mary	Help
First Author Degree		Help
Number of Color Figures	<input type="text"/>	Help
Number of Line Drawings	<input type="text"/>	Help
Number of Half Tone Figures	<input type="text"/>	Help
Number of Tables	<input type="text"/>	Help
DOI	<input type="text"/>	Help
Table of Contents Position	<input type="text"/>	Help
Page Range	<input type="text"/>	Help
Publication Volume Number	<input type="text"/>	Help
Publication Issue Number	<input type="text"/>	Help
CORRESPONDING AUTHOR INFORMATION		
Title	Dr.	Help
First Name	mary	Help
Middle Name		Help
Last Name	mary	Help
Degree		Help
Primary Phone Number	078-075-7570	Help



Final Disposition - Accept

Notify Users of Final Disposition - Accept

The following user roles are configured to receive a letter for the Final Disposition - Accept event. To customize a particular letter, click the Letter Name link. Once you have customized a letter, an asterisk is displayed next to the person's name.

If you do not explicitly customize the letter for a particular person, the default letter is sent.

Name	Letter
mary mary (Publisher)	Publisher Notification of Accepted Manuscript
Victoria Scibilia (Publisher)	Publisher Notification of Accepted Manuscript

Back

Cancel Final Disposition

Send All Letters



Final Disposition - Accept

Editorial Proposal Menu **Production Tasks**

Managing Editor Production Tasks Menu

Search

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

To-Do List

- Submission Tasks Assigned to Me (0)
- Schedule Group Tasks Assigned to Me (0)
- 'At-Risk' Submissions (0)

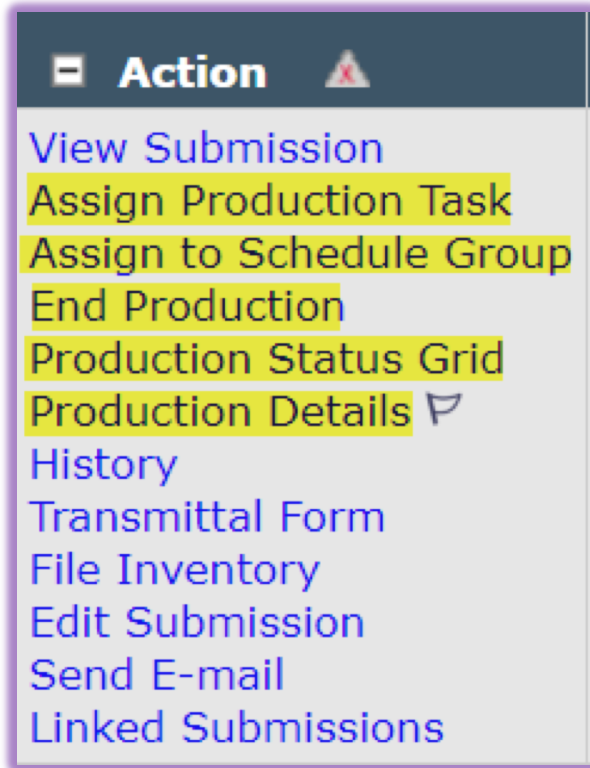
Overview

- [Production Initiated – No Tasks Assigned \(1\)](#)**
- [View All Submissions in Production \(8\)](#)
- [View All Production Tasks With Authors \(3\)](#)
- [Production Status Grid](#)



Final Disposition - Accept

Production Initiated – No Tasks Assigned



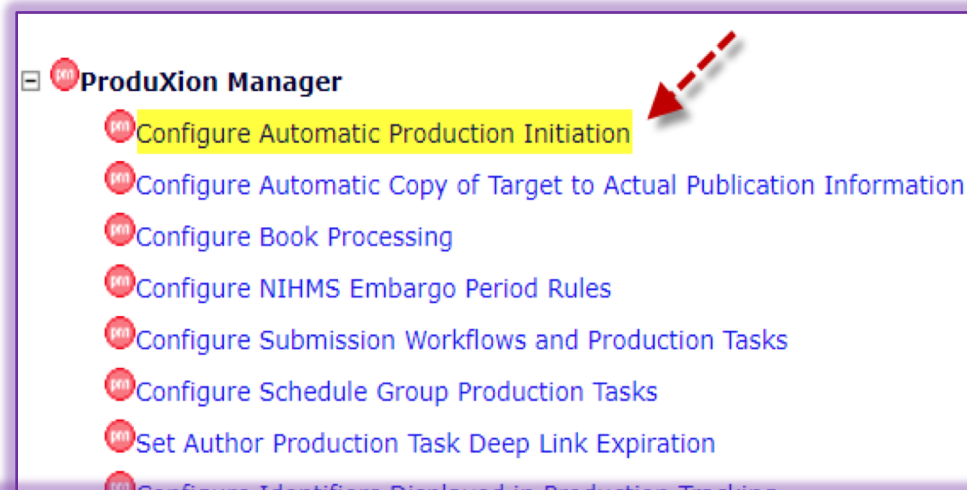
New Action Links are available in ProduXion Manager:

Assign Production Task
Assign to Schedule Group
End Production
Production Status Grid
Production Details



Final Disposition - Accept

Policy Manager



ProduXion Manager

- Configure Automatic Production Initiation
- Configure Automatic Copy of Target to Actual Publication Information
- Configure Book Processing
- Configure NIHMS Embargo Period Rules
- Configure Submission Workflows and Production Tasks
- Configure Schedule Group Production Tasks
- Set Author Production Task Deep Link Expiration
- Configure Identifiers Displayed in Production Timeline

Configure Automatic Production Initiation

Set/Check the 'Initiate Production upon Setting Final Disposition' box to have EM automatically initiate production when the final disposition on a submission is set to 'Accept'.

You may also give Editor and Publisher Roles the 'Initiate Production' permission to allow them to do this manually at any stage before this point. Users with this permission will also be given additional options for assigning the submission to a Schedule Group and/or assigning an initial production task when production is initiated automatically as a result of setting the final disposition.

For Conference Submissions, note that only the 'Accept and Transmit' Final Disposition will automatically initiate production; 'Accept for Extraction' only sets the final disposition.

Regular Submissions:

- Initiate Production upon Setting Final Disposition to 'Accept'
- Initiate Production upon Setting Final Disposition to 'Accept on Submission'

Conference Submissions:

- Initiate Production upon Setting Final Disposition to 'Accept and Transmit'



New Submissions – Initiate Production

2



New Submissions – Initiate Production

Editor 'To-Do' List

My Pending Assignments (25)

- **New Submissions (18)**
- Revised Submissions (0)
- **New Submissions Requiring Assignment (2)**
- Revised Submissions Requiring Assignment (0)
- **Submissions Sent Back to Author for Approval (1)**
- New Assignments (0)
- **Submissions with Required Reviews Complete (1)**
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)
- Submissions with Active Discussions (3) **1**

Reviews in Progress (0)

<ul style="list-style-type: none"> View Submission Duplicate Submission Check (70%) Details ▾ Initiate Discussion History Technical Check File Inventory Edit Submission Send Back to Author Remove Submission Classifications Set Final Disposition <li style="background-color: yellow;">Initiate Production Send E-mail Linked Submissions 	DEMOJES141-D-18-00039	Original Study	Low atmosphere drifting balloons: platforms for environment monitoring and forecast improvement	Bea Arthur ▾	Mar 27 2018 3:34PM	Mar 27 2018 3:34PM	Manuscript Submitted
--	-----------------------	----------------	---	------------------------------	--------------------	--------------------	----------------------




New Submissions – Initiate Production

**Initiate Production and Assign Production Task
for Manuscript Number: DEMOJES141-D-18-00039**

Bea Arthur (UNITED STATES) : "Low atmosphere drifting balloons: platforms for environment monitoring and forecast improvement"

From the 'Assign Submission to Schedule Group' drop-down menu below, either select 'Do not assign to Schedule Group' or select the name of the Schedule Group the submission will be assigned to. Then click the 'Proceed' button to continue with the Production Task assignment process.

You may also enter a Submission Target Online Publication Date specific to this submission. This will be used to schedule due dates for tasks which are configured to recognize this date.

Assign Submission to Schedule Group:	Do not assign to Schedule Group ▾
Submission Target Online Publication Date:	08/01/2018  (mm/dd/yyyy)



New Submissions – Initiate Production

Assign Production Task For Manuscript Number: DEMOJES141-D-18-00039
Bea Arthur (UNITED STATES): "Low atmosphere drifting balloons: platforms for environment monitoring and forecast improvement"

Select the production task you wish to assign. After the task is selected, a list of people who can be assigned to the task will appear.

To initiate production without assigning a production task, click the 'Proceed Without Selecting a Task' button.

Schedule Group: No Schedule Group Assigned
Production Task: Author Welcome Kit

You can choose to:

1. Proceed With Assigning a Task
2. Proceed Without Assigning a Task



New Submissions – Initiate Production

Cancel Assign Task and Send Letter

Schedule Group: No Schedule Group Assigned
Production Task: Logging/Verification
Task Assigned to:
Due Date:
 (mm/dd/yyyy)

Assignment
Letter:

From: "mary mary" <jsnapke@ariessys.com>
To:
Letter Purpose: Production Task Assigned
Letter Subject: [%PRODTASK% for Article DEMOJES141-D-18-00039 Has Been Assigned
Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).
cc:
bcc:

Letter Body:
Insert Special Character Preview Letter Open in New Window

To-Do List

[Submission Tasks Assigned to Me \(249\)](#)

[Schedule Group Tasks Assigned to Me \(17\)](#)

[At-Risk' Submissions \(729\)](#)



Create Submission Interface



Create Submission Interface

Role
Manager



ProduXion Manager

- Create Submission**
- Initiate Production Manually**
- Allow Task Assignment and Assignment to Schedule Group when Initiating Production**
- Serve as Corresponding Production Editor**
- Change Corresponding Production Editor**
- View Schedule Groups**
- Manage Schedule Groups**
 - Assign Submissions to Multiple Schedule Groups**
 - Copy Contents when Copying a Group**
 - Automatically Cancel Production Task Assignments when Closing Schedule Groups**
- Edit Submission Target Online Publication Date**
- View Production Details**



Create Submission Interface

Editorial Proposal Menu **Production Tasks**

**Production Manager
Production Tasks Menu**

Search

Search Submissions **Search People**



Merge People	Name ▲▼	City ▲▼	State or Province ▲▼
<input type="checkbox"/>	Arthur Author ▾		
<input type="checkbox"/>	Allan Author ▾		
<input type="checkbox"/>	Aaron Author ▾		



Create Submission Interface

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.

Mr. Allan Author ▾

Self-Registered:
Jul 21 2017 01:19PM

Last Modified:
Jul 21 2017 01:19PM

[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.

[Create Submission](#)

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

User Information

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

Default Login Menu:

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role *

Publisher Role *

Editorial Role *

Editor Description

[Activity Details](#)

[Additional People Details](#)

Personal Information

Title * (Mr., Mrs., Dr., etc.)

Given/First Name *

Middle Name

Family/Last Name *

Degree (Ph.D., M.D., etc.)

Preferred Name (nickname)

Telephone Number (including country code)

Secondary Phone (including country code)

- Create Submission is found in a user's record
- RoleManager permissions allow an Editor to see this option



Create Submission Interface

Create Submission

Enter Metadata

Add/Edit/Remove Authors

Attach Files

Enter Metadata

Enter submission metadata below. Required fields are marked with *.

* **Article Type:**

- Please Choose
- Original Study
- Editorial
- Review
- Rapid Communication
- Case Report
- Letter to the Editor
- Commentary
- Special Issue Article
- Annual Meeting Abstract



Create Submission Interface

Enter Metadata

Enter submission metadata below. Required fields are marked with *.

* **Article Type:**

* **Title:**

Secondary Full Title:

Short Title:

Section:

Manuscript Number:

 Check to have number auto-assigned

Revision Number: Select 0 if no revisions, or a number corresponding to the revision number

DOI:

Initial Date Submitted: (mm/dd/yyyy)

Date Revision Submitted: (mm/dd/yyyy) Enter the date a first revision or higher was received.

Final Decision Date: (mm/dd/yyyy)

Date Final Disposition Set: (mm/dd/yyyy)

Final Disposition Term:

Submission Target Online Publication Date: (mm/dd/yyyy)



Classifications:

Select Manuscript Classifications

Abstract:

Author Comments:

Please confirm you have approval from all Co-authors to submit this manuscript?

If you have submitted this manuscript to another publication please give details below

Character Count: 0

Limit 20000 characters

Please enter the **Word Count** of your manuscript

Region of Origin:

Target Number of Pages:

Black and White Image Count:

Color Image Count:



Create Submission Interface

Please Add, Edit, or Remove Authors

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by updating the number in the 'Order' column then clicking 'Update Author Order'. The first author of the manuscript may be indicated.

Current Author List

... **Mr. Allan Author** [Corresponding Author]

+ Add Another Author

Enter Author Details

Insert Special Characters

Given/First Name*

Middle Name

Family/Last Name*

Academic Degree(s)

Affiliation

E-mail Address*

ORCID [Fetch](#)

[What is ORCID?](#)

Institution

This is the corresponding author

Equal Contribution Status

Post-Publication Corresponding Author



Create Submission Interface

Please Attach Files

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item

Enter a **Description** and then either choose files

Description

Manuscript Word Count:

**Managing Editor
Production Tasks Menu**

Editorial **Proposal Menu** **Production Tasks**

Search

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

To-Do List

Submission Tasks Assigned to Me (0)
Schedule Group Tasks Assigned to Me (0)
'At-Risk' Submissions (0)

Overview

Production Initiated - No Tasks Assigned (1)
[View All Submissions in Production \(8\)](#)
[View All Production Tasks With Authors \(3\)](#)
[Production Status Grid](#)



Imports

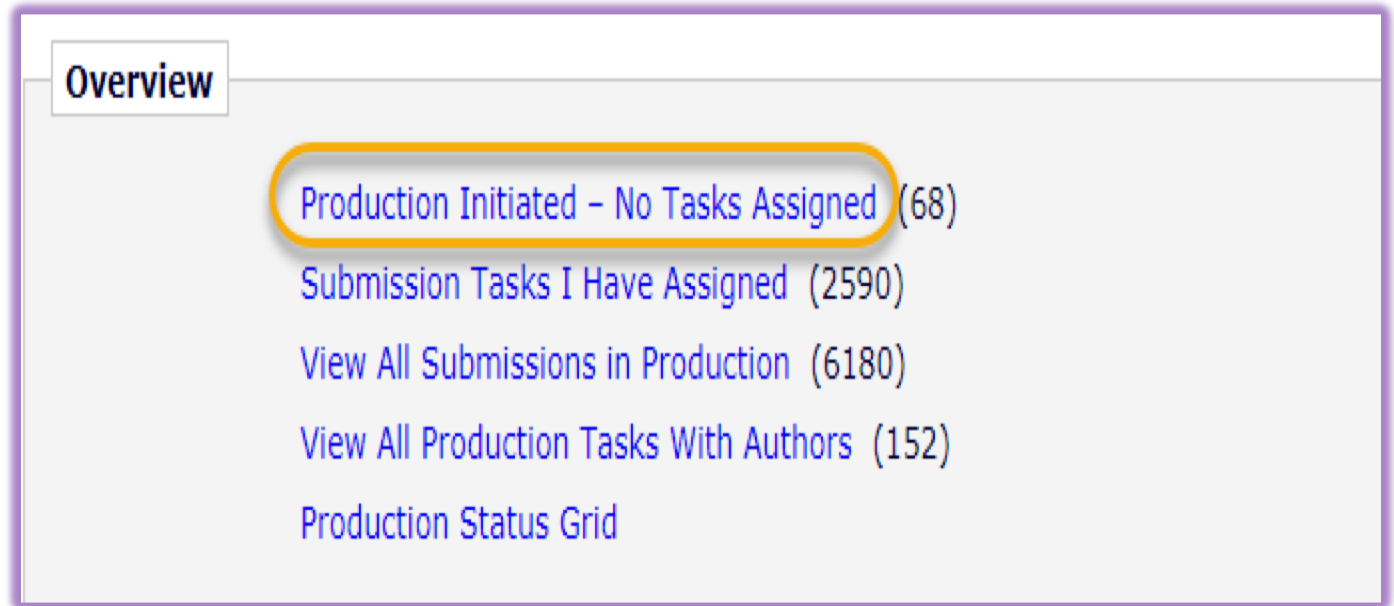
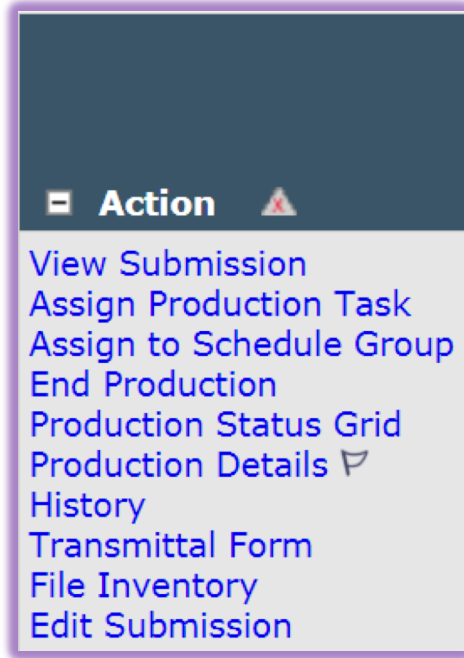


Imports

- ProduXion Manager accepts submissions from other peer-review sites, such as Scholar One and eJP



Imports



Submission drops into the Production Initiated – No Tasks Assigned folder



Imports

Import Profile Parameters for: JATS Manuscript Import (ProduXion Manager)

JATS Manuscript Import (ProduXion Manager) Failure Email Address:

JATS Manuscript Import (ProduXion Manager) Success Email Address:

**An email address can be added for notification of successful and failed imports



Production Initiated – No Tasks Assigned

Overview

[Production Initiated – No Tasks Assigned](#) (2)

[View All Submissions in Production](#) (9)

[View All Production Tasks With Authors](#) (3)

[Production Status Grid](#)






Production Initiated – No Tasks Assigned

Action ▲	Manuscript Number ▲▼	Author Name ▲▼	Article Title ▲▼	Production Status ▲▼	Schedule Group ▲▼	Section/Category ▲▼	Article Type ▲▼	Initial Date Submitted ▲▼	Date Production Initiated ▲▼	Submission Target Online Date ▲▼
View Submission Assign Production Task Change Schedule Group End Production Production Status Grid Production Details ▾ History Transmittal Form File Inventory Edit Submission Send E-mail Linked Submissions	DEMOJES141-D-18-00037	Allan Author (UNITED STATES)	Vol. 56, Iss. 6, Art. 2		v56n6		Original Study	Mar 22 2018 9:48AM	Mar 22 2018 10:42AM	




Production Details

Full Title:	ProduXion Manager Bootcamp 2018
Short Title:	
Corresponding Author:	Allan Author  UNITED STATES [Proxy]
Corresponding Author E-Mail:	aauthor@ariestrash.com
Author Comments:	<div style="border: 1px solid #ccc; padding: 5px;"><p>Comments from the Author</p><p style="text-align: right;">Insert Special Character</p></div>
Article Type:	Original Study
Section/Category:	
Keywords:	
Classifications:	This manuscript does not have any Classifications.
Technical Check:	
Requested Editor:	
Editorial Status Date:	Jun 06 2018 04:01PM
Current Editorial Status:	Completed Accept
Production Status:	In Production Top
Corresponding Production Editor:	<input type="text" value="None"/> 
Submission Target Online Publication Date:	<input type="text"/>  (mm/dd/yyyy)
Schedule Group Target Online Publication Date:	
Target Number of Pages:	<input type="text" value="0"/>



Production Details

Transmittal Form:	Link to Transmittal Form
Discussion Forum:	Initiate Discussion
Submission Flags:	
Select Submissions Flags:	Add/Edit Submission Flags Top
Final Disposition Term:	Accepted

Abstract: Top


ProduXion Manager® users are publishers, freelancers, composition vendors and authors. On manuscript acceptance, files and metadata are automatically transferred to ProduXion Manager for workflow processing.

Manuscript Notes: Top

Display Manuscript Notes Flag

[Insert Special Character](#)

Additional Information

 [Questionnaire Responses](#)

[Production Tasks](#) Top

Duplicate Submission Check:



Production Tasks

Description:	Manuscript QC
Production Task Status:	Completed
Assigned To:	Piper Production ▾ [Proxy]
Date Assigned:	May 9 2018 12:45PM
Date Task Due:	May 14 2018 11:59PM
Completed	May 9 2018 12:46PM
<hr/>	
Description:	Author Notification - MS in Production
Production Task Status:	Completed
Assigned To:	mary mary ▾ [Proxy]
Date Assigned:	May 9 2018 12:46PM
Date Task Due:	May 9 2018 11:59PM
Completed	May 9 2018 12:46PM
<hr/>	
Description:	Copyediting to Vendor
Production Task Status:	Completed
Assigned To:	Victoria Vendor ▾ [Proxy]
Date Assigned:	May 9 2018 12:46PM
Date Task Due:	May 9 2018 11:59PM
Completed	May 9 2018 12:50PM

Production Tasks begin to populate on the Production Details page as the workflow proceeds.



File Inventory

Download Selections as Zip File Close Save and Close

Submission Files

Check All Clear All	Action	Item	Description	Item Family	File Name	Size	Modified	Display On TF
<input type="checkbox"/>	Download	Manuscript	Manuscript	Document	Manuscript.doc	30 KB	Apr 18, 2018	✓
<input type="checkbox"/>	Download	Figure	Figure 1	Figure	rose-flower-14.jpg	425.7 KB	Apr 02, 2018	✓
<input type="checkbox"/>	Download	Figure	Figure 2	Figure	Rose 2.jpg	564.6 KB	Apr 02, 2018	✓
<input type="checkbox"/>	Download	Figure	Figure 3	Figure	Rose 3.jpg	72.4 KB	Apr 02, 2018	✓

Companion Files Upload Companion File

















Check All Clear All	Action	Color ▲▼	Item ▲▼	Description <small>(Limit 256 characters)</small> ▲▼ Expand All Collapse All	Item Family ▲▼	File Name ▲▼	Size ▲▼	Modified ▲▼	Operator ▲▼	Display On TF
<input type="checkbox"/>	Download Replace Hide	Change	Initial Proof ▼	Initial Proof	Document	Initial Proof Document.doc	30 KB	Apr 30, 2018	Veronica Vendor, Proof Vendor	

Hide Selected Companion Files Upload Companion File

Download Selections as Zip File Close Save and Close



Assign Production Task

-  View Production Status Grid
-  View At-Risk Submissions
-  View All Submissions in Production
-  End Production/Return to Production
-  Assign Submission Production Task
-  Assign Schedule Group Production Task
-  Cancel Production Task Assignment
-  Override Submission Production Task Due Date
-  Override Schedule Group Production Task Due Date
-  Receive Production Task
-  Create Automated Submission Tasks Reminders
-  Create Automated Schedule Group Tasks Reminders
-  Send Production Reminders
-  Run Production Task Assignment Totals Report
-  Download Attachments
-  Upload Attachments



- Action**
- Assign Production Task
- Change Schedule Group
- Production Status Grid
- Production Details ▾
- History
- Transmittal Form
- File Inventory
- Send E-mail





Assigning a Production Task



Assigning a Production Task

- Assign a submission to a person for processing
- Set due dates for each task within the workflow
- Control who can carry out each task
- Choose which files are automatically sent as part of the assignment
- Allow recipients to upload new files
- Automatically record dates for each task/activity



How do I assign a production task?



Assign Production Task Assign to Schedule Group End Production Production Status Grid Production Details ▾ History Transmittal Form File Inventory Edit Submission Send E-mail Linked Submissions	Allan Author ▾ (UNITED STATES)	Production Manager Bootcamp 2018	NA			Original Study	Jun 06 2018 04:01PM	Jun 06 2018 04:01PM
---	---	-------------------------------------	----	--	--	-------------------	------------------------	------------------------



Assigning a Production Task



**Production Editor
Production Tasks Menu**

Search
[Search People](#)

To-Do List
Submission Tasks Assigned to Me (0)
Schedule Group Tasks Assigned to Me (0)
'At-Risk' Submissions (0)

Overview
[Submission Tasks I Have Assigned](#) (6)
[View All Submissions in Production](#) (10)
[View All Production Tasks With Authors](#) (3)
[Production Status Grid](#)

Production Status Grid



Production Status Grid

<https://vimeo.com/141829891>

Production Status	Date Production Started	Submission Target Online Date	Initial Intake	Conversion	Copyediting	Author Notification of Proof	Initial Proof	Author Proof	Editor Proof	Compile Proof Edits
	Apr 10, 2018		Submitted Apr 10, 2018 Penelope Passistant	Submitted Apr 10, 2018 Veronica Vendor	Submitted Apr 10, 2018 Fred Freelancer	Submitted Apr 10, 2018 Allan Author	Submitted Apr 10, 2018 Veronica Vendor Slip: 38 days	Submitted Apr 13, 2018 Allan Author	Due Apr 15, 2018 Polly Production	
	Apr 13, 2018		Submitted Apr 13, 2018 Penelope Passistant	Submitted Apr 13, 2018 Veronica Vendor	Submitted Apr 13, 2018 Fred Freelancer	Submitted Apr 13, 2018 Allan Author	Submitted Apr 13, 2018 Veronica Vendor	Submitted Apr 13, 2018 Allan Author	Submitted Apr 13, 2018 Polly Production	Due Apr 18, 2018 Penelope Passistant
	Apr 24, 2018		Due May 05, 2018 Penelope Passistant				Must Start: May 29, 2018 Slip: 13 days			
Ready for Production	Apr 30, 2018						Submitted May 02, 2018 Veronica Vendor	Due May 07, 2018 Allan Author	Due May 07, 2018 Polly Production	



Production Status Grid

ProduXion Manager

- Configure Automatic Production Initiation
- Configure Automatic Copy of Target to Actual Publication Information
- Configure Book Processing
- Configure NIHMS Embargo Period Rules
- Configure Submission Workflows and Production Tasks
- Configure Schedule Group Production Tasks
- Set Author Production Task Deep Link Expiration
- Configure Identifiers Displayed in Production Tracking



Standard
All Submission Production Tasks

Copy Edit



Scheduling and Due Date Options

- Show Task in Production Status Grid
- Include this task in 'At Risk' and 'Must Start By' date display





Schedule Groups



Scheduling

[Manage Schedule Groups](#)

[Add Schedule Group](#)

[Closed Schedule Groups](#)

Submit

Cancel

Submit and Add Submissions to Group

Schedule Group Description:

[Insert Special Character](#)

July 2018

Maximum Schedule Group Description is

Schedule Group Notes:

Schedule Group Target Online Publication Date:

07/01/2018



(mm/dd/yyyy)

Schedule Group Target Publication Date:

07/01/2018



(mm/dd/yyyy)

Schedule Group Target Publication Volume:

7

Year:

2018

Schedule Group Target Publication Issue:

Target Number of Submissions:

100

Page Budget:

75

Black and White Image Budget:

12

Color Image Budget:

12



Schedule Groups

Submissions with no Schedule Group										
Check All Clear All	Action ▲	Manuscript Number ▲▼	Author Name ▲▼	Article Title ▲▼	Section/ Category ▲▼	Article Type ▲▼	Initial Date Submitted ▲▼	Date Production Initiated ▲▼	Submission Target Online Date ▲▼	
<input type="checkbox"/>	Production Details ▼ Transmittal Form Linked Submissions	DEMOVS141-D-18-00001	mary mary (UNITED STATES)	Taming Temptation: Visual Perspective Impacts Consumption andWillingness to Pay For Unhealthy Foods		Original Study	Oct 3 2017 11:36AM	Jun 5 2018 6:14PM		
<input type="checkbox"/>	Production Details ▼ Transmittal Form Linked Submissions	DEMOVS141-D-17- 00001R1	mary mary (UNITED STATES)	Different Deadlines for Different Revision Decisions		Original Study	Dec 29 2017 2:32PM	May 9 2018 10:36AM		
<input type="checkbox"/>	Production Details ▼ Transmittal Form Linked Submissions	DEMOVS141-D-18-00004	mary mary (UNITED STATES)	MS Number Test		Original Study	Feb 27 2018 11:31AM	May 7 2018 2:23PM		
<input type="checkbox"/>	Production Details ▼ Transmittal Form	DEMOVS141-D-18-00011	mary mary (UNITED	Low atmosphere drifting balloons: platforms for environment monitoring and forecast improvement		Original Study	May 8 2018 3:45PM	May 8 2018 3:46PM		



Schedule Groups

Production Status Grid

Editor Corrections/Approval of Proof	Final Proof Approval	Author Receives Final Proof	Schedule Group	Section Category	Article Type	Target TOC Position
Submitted May 09 2018 12:33PM Piper Production	Submitted May 09 2018 12:35PM Patricia Proof		June 2018	Basic Science Section	Original Study	1



Managing Schedule Groups

Scheduling

[Manage Schedule Groups](#)

[Add Schedule Group](#)

[Closed Schedule Groups](#)

Manage Schedule Groups



Page: 1 of 1 (2 total Schedule Groups)

Action	Schedule Group	Target Number of Submissions	Current Number of Submissions	Page Budget	Current Page Total	Target Publication Date
Assign Production Task Edit Group Details Production Status Grid History File Inventory Copy Group Close Group	June 2018	0	1	0	0	
Assign Production Task Edit Group Details Production Status Grid History File Inventory Copy Group Close Group	July 2018	100	0	75	0	Jul 1 2018 12:00AM



Managing Schedule Groups

Edit Schedule Group Details/Add Submissions

Schedule Group Description:	Insert Special Character June 2018 <small>Maximum Schedule Group Description is 100 c</small>
Schedule Group Notes: <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>	
Schedule Group Target Online Publication Date:	<input type="text"/>  (mm/dd/yyyy)
Schedule Group Target Publication Date:	<input type="text"/>  (mm/dd/yyyy)
Schedule Group Target Publication Volume:	<input type="text"/>



Managing Schedule Groups

Add Submission to Group June 2018

Select one or more submissions and click the 'Add to Schedule Group' button to add them to the Schedule Group. The submission will be removed from all Schedule Groups it is currently assigned to.

lule Groups



Assigning Schedule Group Production Tasks



Manage Schedule Groups

☰ Action ▲

Assign Production Task

Edit Group Details

Production Status Grid

History

File Inventory

Copy Group

Close Group

Assign Production Task for Schedule Group

Select the production task you wish to assign. After the task is selected, a list of people who can be assigned the task will appear.

Schedule Group: October 2018

Production Task: Issue Proof

SCHEDULE GROUP TASK HISTORY

Date Task Assigned	Production Task	Date Task Due	Assigned By	Assigned To	Production Task Status	Date Task Closed	Closed By	Assigned Task Files
Apr 13, 2018	Issue Creation	Apr 18, 2018	Polly Production	Penelope Passistant	Completed	Apr 13, 2018	Penelope Passistant [Proxied by Polly Production]	No Assigned Files

Cancel

Proceed with Selected Task




Schedule Group Production Tasks

Schedule Group: [October 2018](#)

Production Task: Issue Proof

Task Assigned to: Veronica Vendor / Proof Vendor

Due Date:  (mm/dd/yyyy)

Assignment Letter:

From: "Polly Production" <testest@ariestrash.com>

To: **Veronica Vendor**

Letter Purpose: Production Task Assignment

Letter Subject:



Companion Files

Upload New Companion File

Select Companion Files from Submissions

Cancel

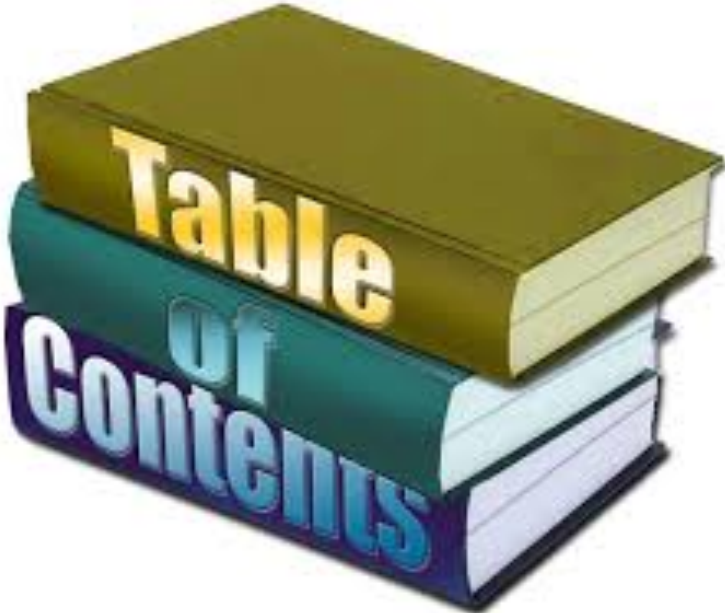
Assign Task and Send Letter

Associated Companion Files





Select File	Sub. TOC Position	Submission	Color Code	Item	Description
<input type="checkbox"/>	4	JJDEMO-D-18-00002 Allan Author (UNITED STATES) Sample Paper for PM workflow		Converted Manuscript	Initial conversion
<input type="checkbox"/>	4	JJDEMO-D-18-00002 Allan Author (UNITED STATES) Sample Paper for PM workflow		Copyedited Manuscript	copyeditor
<input type="checkbox"/>	4	JJDEMO-D-18-00002 Allan Author (UNITED STATES) Sample Paper for PM workflow		Editor Proof	



Assigning Headers to Schedule Groups



Adding Headers to Schedule Groups

Actions	Target TOC Position	Manuscript Number	Article Type	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	Article Title	Submission Target Online Date	Black and White Image Count	Color Image Count
Remove Header Edit Header	1		Cover Image		0							
Production Details   Transmittal Form Remove from Group	2	JJDEMO-D-18-00004	Original Study	Allan Author	0				Test of Create Submission	Jul 01, 2018	0	0
Remove Header Edit Header	3		Advertisement		0							
Production Details  Transmittal Form Remove from Group	4	JJDEMO-D-18-00002	Original Study	Allan Author	0				Sample Paper for PM workflow		0	0
Remove Header Edit Header	5		CME Test		0							
Production Details  Transmittal Form Remove from Group	6		Original Study	Allan Author	0				Testing for Staff Training		0	0



Scheduling

[Manage Schedule Groups](#)

[Add Schedule Group](#)


[Closed Schedule Groups](#)

Manage Schedule Groups

Page: 1 of 1 (2 total Schedule Groups)

Action	Schedule Group	Target Number of Submissions	Current Number of Submissions	Page Budget	Current Page Total	Target Publication Date
Assign Production Task Edit Group Details Production Status Grid History File Inventory Copy Group Close Group	June 2018	0	1	0	0	
Assign Production Task Edit Group Details Production Status Grid History	July 2018	100	0	75	0	Jul 1 2018 12:00AM



Table of Contents

Actions	Target TOC Position	Manuscript Number	Article Type	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	Article Title	Section/Category	Black and White Image Count	Color Image Count
Production Details Transmittal Form Remove from Group Linked Submissions 	1	DEMOVS121-D-15-00001	Original Study	mary mary	0				Manuscript Title	Basic Science Section	0	0
Save Changes Cancel Changes	2	Cover										

[Update TOC](#) [Insert Header](#)

Adding Headers to Schedule Groups

Table of Contents

Actions	Target TOC Position	Manuscript Number	Article Type	Author Name	Target Number of Pages	Target Start Page	Target End Page	Production Status	Article Title
Production Details  Transmittal Form Remove from Group Linked Submissions 	1	DEMOVS121-D-15-00001	Original Study	mary mary	0				Manuscript Title
Remove Header Edit Header	2		Cover		0				

[Update TOC](#) [Insert Header](#)



Copying Schedule Groups

Manage Schedule Groups

Action

- Assign Production Task
- Edit Group Details
- Production Status Grid
- History
- File Inventory
- Copy Group**
- Close Group

Copy Schedule Group: Confirm Data to Copy

Please confirm the information to copy when creating the new Schedule Group. When copying TOC entries, new Submissions are not created; instead, the existing Submissions are initially assigned to both the original and copy. For TOC Header entries, a new, independent copy of each Header is created in the new group.

- Copy Schedule Group Metadata only
- Copy Schedule Group Table of Contents only
- Copy Metadata plus Table of Contents

Cancel

Proceed



Closing Schedule Groups



Closing Schedule Groups

Manage Schedule Groups	
Page: 1 of	
Action	Schedule Group
Assign Production Task	2018 Issue Template
Edit Group Details	
Production Status Grid	
History	
File Inventory	
Copy Group	
Close Group	

The "August 2018" Schedule Group has open production tasks associated with it:

- 3 Submissions have open submission production tasks.
 - Click this [Production Status Grid](#) link to cancel the Close Group process and switch to a list of production tasks associated with this Schedule Group.
- 1 Schedule Group Production Task is still in progress.
 - Click this History link to display information for this Schedule Group.

To cancel these tasks automatically and close the group, click one of the following buttons depending on whether you want to send cancellation letters. Submissions that have no open tasks but are still in production will have production ended on them.

[Close Group and Send Letters](#)

[Close Group without Sending Letters](#)

To leave the group open without cancelling any tasks, click 'Do Not Close Group'.

[Do Not Close Group](#)



Closing Schedule Groups

Scheduling

- Manage Schedule Groups
- Add Schedule Group
- Closed Schedule Groups**

Schedule Groups can be reopened once they are closed.

Closed Schedule Groups

The Schedule Groups listed below have been closed.

Page: 1 of 1

Action	Schedule Group
Re-open Group Production Status Grid	September 2018
Re-open Group Production Status Grid	July 2018
Re-open Group Production Status Grid	September 2018





Reporting



ProduXion Manager Reporting

Reports

[Submission Tasks Reminder Report](#)

[Schedule Group Tasks Reminder Report](#)

[Automated Submission Tasks Reminder Report](#)

[Automated Schedule Group Tasks Reminder Report](#)

[Editor/Publisher Assignment Totals by Task Type Report](#)

Automated and Manual Reports
are offered



Thanks!
Any questions?

