



Welcome to the 16TH Annual **EMUG** **BOSTON**

#EMUG2018

 Editorial Manager®  ProduXion Manager®



ProduXion Manager Bootcamp

Introduction & Basic Overview

Victoria Scibilia

Senior Account Coordinator

vscibilia@ariessys.com

Agenda



- What is ProduXion Manager?
- Getting Started
- Role Families
- How To Get a Submission into PM
- Production Status Grid
- Assigning a Production Task
- Schedule Groups

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 with **ProduXion Manager**



Main Page Overview

VICTORIA SCIBILIA



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

Not logged in.

Welcome to ProduXion Manager® for
VICTORIA SCIBILIA

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

Insert Special Character

Please Enter the Following

Username:

Password:

Author Login

Reviewer Login

Editor Login

Publisher Login

Or Login via:

id

What is ORCID?

Send Login Details

Register Now

Login Help

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

Role Families



Role Families

Author Login



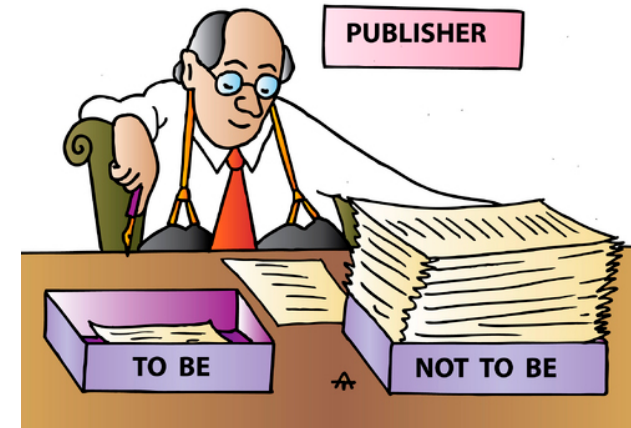
Editor Login



Reviewer Login



Publisher Login



Role Families

Author Login

Reviewer Login

Editor Login

Publisher Login

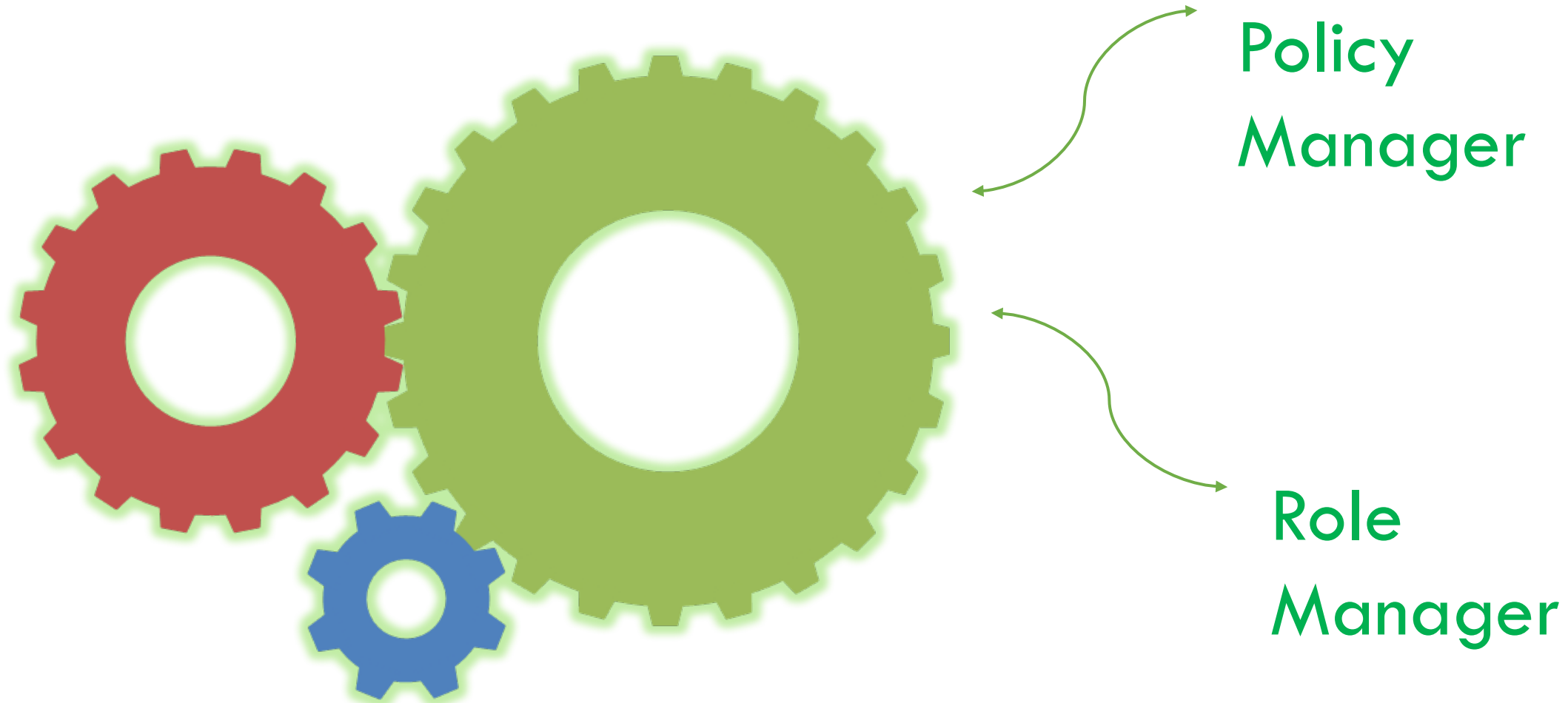


Role Families

- 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



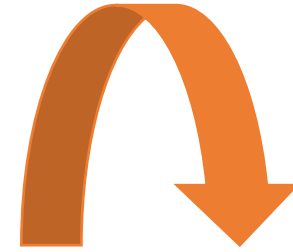
Configurations



PolicyManager 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](#)

Configurations



ProduXion Manager
configurations are
added to Policy
Manager

ProduXion Manager

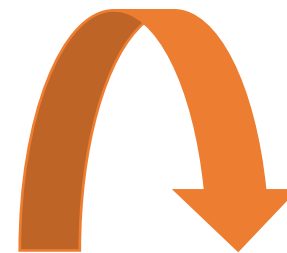
- ☐ Create Submission
- ☐ Initiate Production Manually
- ☐ Allow Task Assignment and Assignment to Schedule Group when Initiating Production
- ☒ Serve as Corresponding Production Editor
- ☒ Change Corresponding Production Editor
- ☒ View Schedule Groups
- ☐ Manage Schedule Groups
 - ☐ Assign Submissions 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
 - Use Production Details Layout Default Production
- ☒ 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

Author Login

Editor Login

Publisher Login

Configurations



ProduXion Manager
configurations are
added to Role
Manager for Authors,
Editors, & Publishers


Searching Submissions in ProduXion Manager



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

How Do I Get a Submission Into ProduXion Manager?

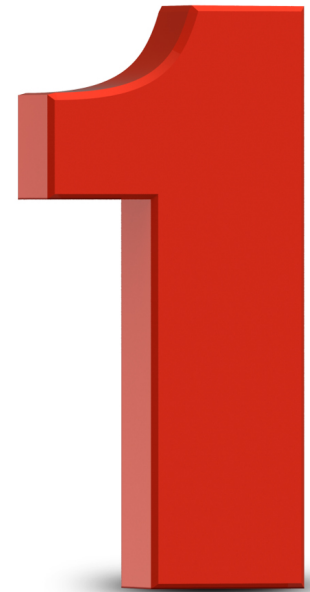


Getting submissions into ProduXion Manager...



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

Final Disposition - Accept



Final Disposition - Accept

All Submissions with Editor's Decision

Action

Drag to reorder

- View Submission Details ▾
- History
- Unassign Editor
- File Inventory
- Edit Submission
- Solicit Commentary
- Assign Editor
- Notify Author
- Set Final Disposition**
- Initiate Production
- View Reviews and Comments
- Send E-mail
- Linked Submissions

Final Disposition:

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

☒ 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 andWillingness 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 Mattscheey; 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		Help
Title	Dr.	Help
First Name	mary	Help
Middle Name		Help
Last Name	mary	Help
Degree		Help
Primary Phone Number	978-975-7570	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 \(1\)](#)

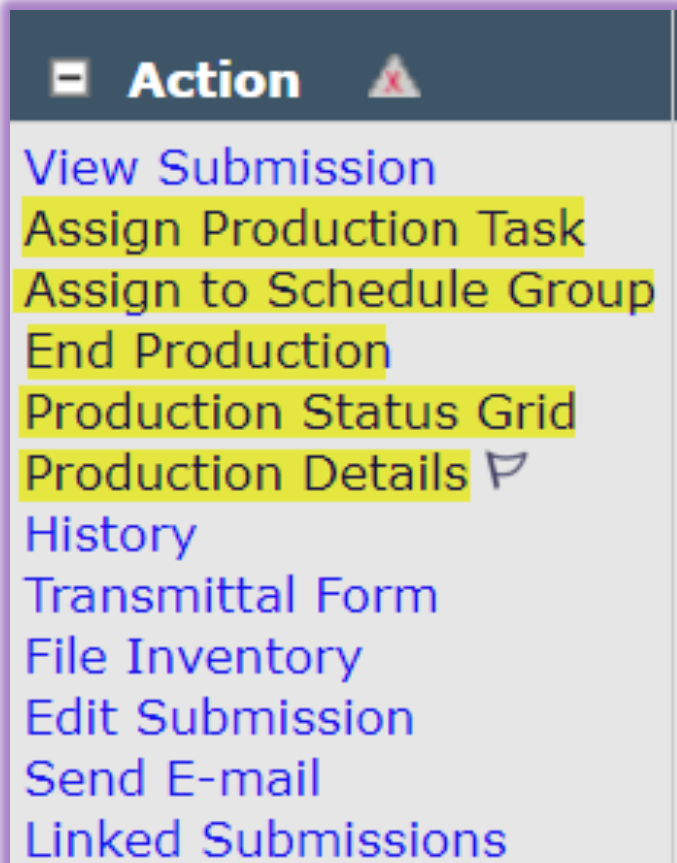
[View All Submissions in Production \(8\)](#)

[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



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' 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



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)

<div><div>View Submission</div><div>Duplicate Submission Check (70%)</div><div>Details ▾</div><div>Initiate Discussion</div><div>History</div><div>Technical Check</div><div>File Inventory</div><div>Edit Submission</div><div>Send Back to Author</div><div>Remove Submission</div><div>Classifications</div><div>Set Final Disposition</div><div>Initiate Production</div><div>Send E-mail</div><div>Linked Submissions</div></div>	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)

Cancel

Proceed

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

Cancel

Proceed with Selected Task

Proceed Without Selecting a Task

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:

Please Choose a Person

Please Choose a Person

Patty ProdAssist/Production Assistant

Paul ProdAssist/Production Assistant

(mm/dd/yyyy)

Due Date:

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

The %PRODTASK% task has been assigned to %PRODTASK_ASSIGNEDTO% for Article DEMOJES141-D-18-00039.

Instructions:
%PRODTASK_INSTRUCTIONS%.
Due Date: %PRODTASK_DUE_DATE%.
Thank you.

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

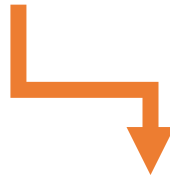
Production Tasks

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: Author ▾

Default Login Menu: Editorial Menu ▾

Available as a Reviewer? Yes ☒ No ☐

Board Member? Yes ☐ No ☒

Forbidden as a Reviewer? Yes ☐ No ☒

Reviewer Role *: Reviewer ▾

Publisher Role *: None ▾

Editorial Role *: None

Editor Description:

Activity Details

Additional People Details

Personal Information

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

Given/First Name *: Allan

Middle Name:

Family/Last Name *: Author

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 profile record
- Role Manager 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

Please Choose

Original Study

Editorial

Review

Rapid Communication

Case Report

Letter to the Editor

Commentary

Special Issue Article

Annual Meeting Abstract

Enter Metadata

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

* Article Type:

Original Study

* Title:

ProduXion Manager Bootcamp 2018

Secondary Full Title:

Short Title:

Section:

Please Choose

Manuscript Number:

☐ Check to have number auto-assigned

Revision Number:

0

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

DOI:

Initial Date Submitted:

06/06/2018

(mm/dd/yyyy)

Date Revision Submitted:

(mm/dd/yyyy)

Enter the date a first revision or higher was received.

Final Decision Date:

06/06/2018

(mm/dd/yyyy)

Date Final Disposition Set:

(mm/dd/yyyy)

Final Disposition Term:

Completed Accept

Submission Target Online Publication Date:

(mm/dd/yyyy)



Classifications:

Select Manuscript Classifications

Abstract:

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.

Author Comments:

Comments from the Author

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

Please select a response

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:

UNITED STATES

Target Number of Pages:

0

Black and White Image Count:

0

Color Image Count:

0

Save Changes

Save and Proceed

Create Submission Interface

Please Add, Edit, or Remove Authors

Enter the names of anyone who contributed to your manuscript. The order of authors can be changed by updating the number in the 'Order' column. The corresponding author of the manuscript may be indicated.

Current Author List

...

Mr. Allan Author [Corresponding Author]

+ Add Another Author

Enter Author Details

Save Add Undo Delete

Insert Special Characters

Given/First Name*

Middle Name

Family/Last Name*

Academic Degree(s)

Affiliation

E-mail Address*

ORCID

Institution

Fetch

What is ORCID?

☐ 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 *Manuscript

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

Description Manuscript

Manuscript Word Count:

Choose Files

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](#)

Imports

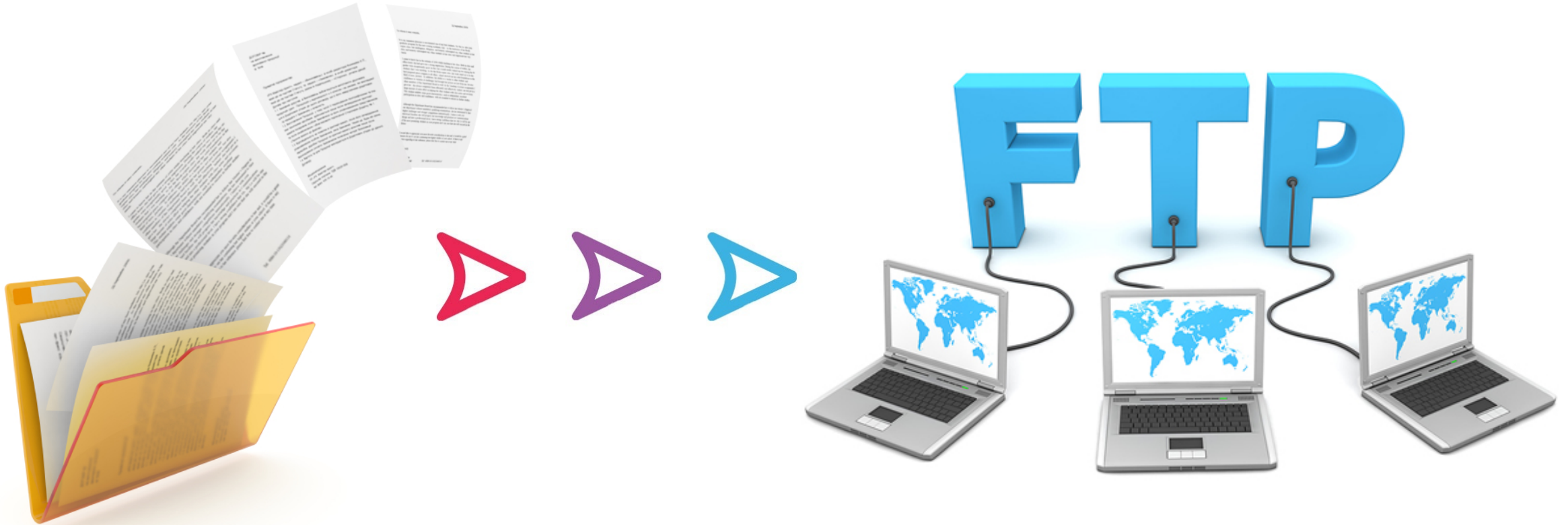


Imports

- ProduXion Manager accepts submissions from other peer-review sites, such as Scholar One or EJP



Imports



≡

Action

⚠

View Submission

Assign Production Task

Assign to Schedule Group

End Production

Production Status Grid

Production Details ▾

History

Transmittal Form

File Inventory

Edit Submission

Overview

Production Initiated – No Tasks Assigned (68)

Submission Tasks I Have Assigned (2590)

View All Submissions in Production (6180)

View All Production Tasks With Authors (152)

Production Status Grid

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: vscibilia@ariessys.com

JATS Manuscript Import (ProduXion Manager) Success Email Address: vscibilia@ariessys.com

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

Production Initiated – No Tasks Assigned folder

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

<div>▢ Action ▲</div>	<div>▲▼ Manuscript Number</div>	<div>▲▼ Author Name</div>	<div>▲▼ Article Title</div>	<div>▲▼ Production Status</div>	<div>▲▼ Schedule Group</div>	<div>▲▼ Section/Category</div>	<div>▲▼ Article Type</div>	<div>▲▼ Initial Date Submitted</div>	<div>▲▼ Date Production Initiated</div>	<div>▲▼ Submission Target Online Date</div>
<div>View Submission</div> <div>Assign Production Task</div> <div>Change Schedule Group</div> <div>End Production</div> <div>Production Status Grid</div> <div>Production Details ▾</div> <div>History</div> <div>Transmittal Form</div> <div>File Inventory</div> <div>Edit Submission</div> <div>Send E-mail</div> <div>Linked Submissions</div>	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>Insert Special Character</div> <div>Comments from the Author</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:	<div>None</div>		
Submission Target Online Publication Date:	<div><div></div><div> (mm/dd/yyyy)</div></div>		
Schedule Group Target Online Publication Date:			
Target Number of Pages:	<div>0</div>		

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:

Cancel

Save

Save and Close

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

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

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		Initial Proof <input type="text"/>	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

Assigning a 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 Production Tasks



Assigning Production Tasks

Production Tasks allow you to do the following:

- 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
- Recipients can upload new files
- Dates are automatically recorded 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)

ProduXion Manager Bootcamp
2018

NA

Original
Study

Jun 06 2018
04:01PM

Jun 06 2018
04:01PM

Assigning Production Tasks



I know how to
assign a
production
task!

Production Status Grid

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

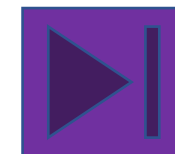
[Submission Tasks I Have Assigned \(6\)](#)

[View All Submissions in Production \(10\)](#)

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



[Production Status Grid](#)









Production Status Grid




Production Status	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 and Willingness 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



Managing Schedule Groups

Scheduling














[Manage Schedule Groups](#)

[Add Schedule Group](#)

[Closed Schedule Groups](#)

Manage Schedule Groups

Page: 1 of 1 (2 total Schedule Groups)

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

Managing Schedule Groups

Edit Schedule Group Details/Add Submissions

Submit

Cancel

Add Submissions

Schedule Group Description:

[Insert Special Character](#)

June 2018

Maximum Schedule Group Description is 100 c

Schedule Group Notes:

Schedule Group Target Online Publication Date:



(mm/dd/yyyy)

Schedule Group Target Publication Date:



(mm/dd/yyyy)

Schedule Group Target Publication Volume:

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.

Cancel

Add to Schedule Group

Select from Unassigned Submissions

Schedule Groups

Cancel

Add to Schedule Group

Select from Submissions Currently Assigned to Other Schedule 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

Cancel

Assign Task and Send Letter

Schedule Group:

October 2018

Production Task:


Issue Proof

Task Assigned to:

Veronica Vendor / Proof Vendor

Due Date:

06/17/2018

 (mm/dd/yyyy)

Assignment Letter:

From:

"Polly Production" <testest@ariestrash.com>

To:

Veronica Vendor

Letter Purpose:

Production Task Assignment

Letter Subject:

Please complete the following production task assignment

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	

Adding 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	June 2018	0	1	0	0	

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



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 Edit Group Details Production Status Grid History File Inventory Copy Group Close Group	2018 Issue Template

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.

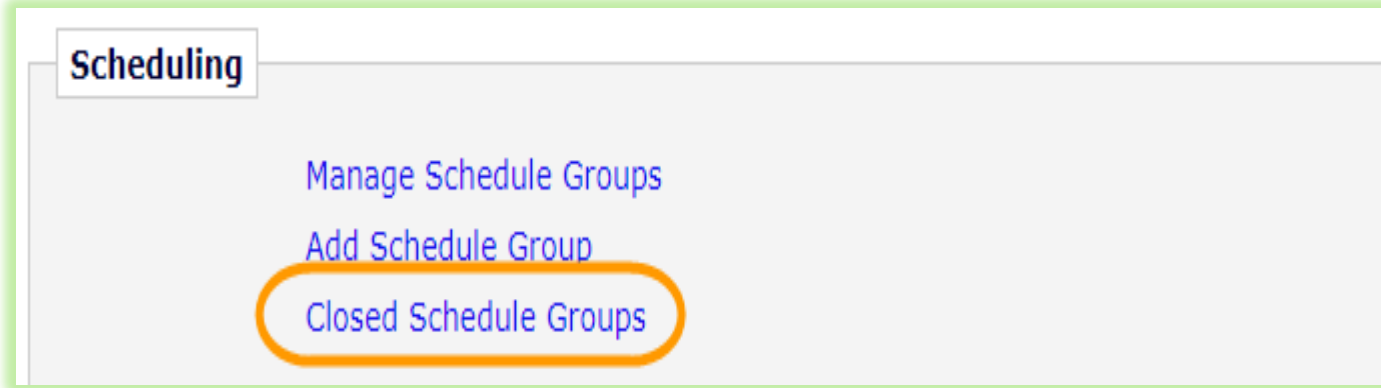
Close Group and Send Letters

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



Schedule groups can be re-opened 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

ProduXion Manager 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 &
Manual Reports
are offered in
Produxion
Manager

Questions?



