





Configuration - Administrator


Do I have automated reminder email facility in the Manuscript Communicator?


- This tab lists the templates for emails that will be sent automatically by the manuscript communicator tool, as an alert about the manuscript undergoing different stages of publication.
- The templates are found in sections as per their recipients and the subject of the mail.
- These templates are editable and the administrator can select and set the templates as per requirement.


Administrator - Admin [Switch Role] Back



 Details



 Staff


 Reviewers


 Settings


 Templates



 Submission


 Review


Email templates

List of email templates for different tasks that can be edited as per requirement. These templates are available to all the members involved.

Authors

Name	Title	Status	By / Date	Edit
Confirmation to the corresponding author for the submission of manuscript	Confirmation of submission of a manuscript	Active	Admin 05 December 2019	

Editorial

Name	Title	Status	By / Date	Edit
Email alert to the administrator about the submission of a manuscript	Manuscript submitted	Active	Admin 05 December 2019	

As the manuscript reaches a specific publication stage, the decision or action taken for the stage, will be alerted by the email automatically.


The automated email system can be used to send email alerts to:

- Author
- Reviewer
- Administrator
- Editorial team members


The tasks that can be alerted about are as follows:

- Acceptance of a manuscript
- Rejection of a manuscript
- Review of a manuscript
- Assignment of roles and tasks
- Different status of manuscripts

Reviewers

Name	Title	Status	By / Date	Edit
Invitation for the review of a manuscript	Invitation for the review of a manuscript	Active	Admin 05 December 2019	

Decisions

Name	Title	Status	By / Date	Edit
Communication of rejection of manuscript to the author (before review)	Non-acceptance of the manuscript	Active	Admin 05 December 2019	

Assignment of Roles

Name	Title	Status	By / Date	Edit
Email alert to assign the role as editor in chief to a user	Role of Editor-in-Chief	Active	Admin 05 December 2019	
Email alert to assign the role as editor to a user	Role of Editor	Active	Admin 05 December 2019	



Thank You