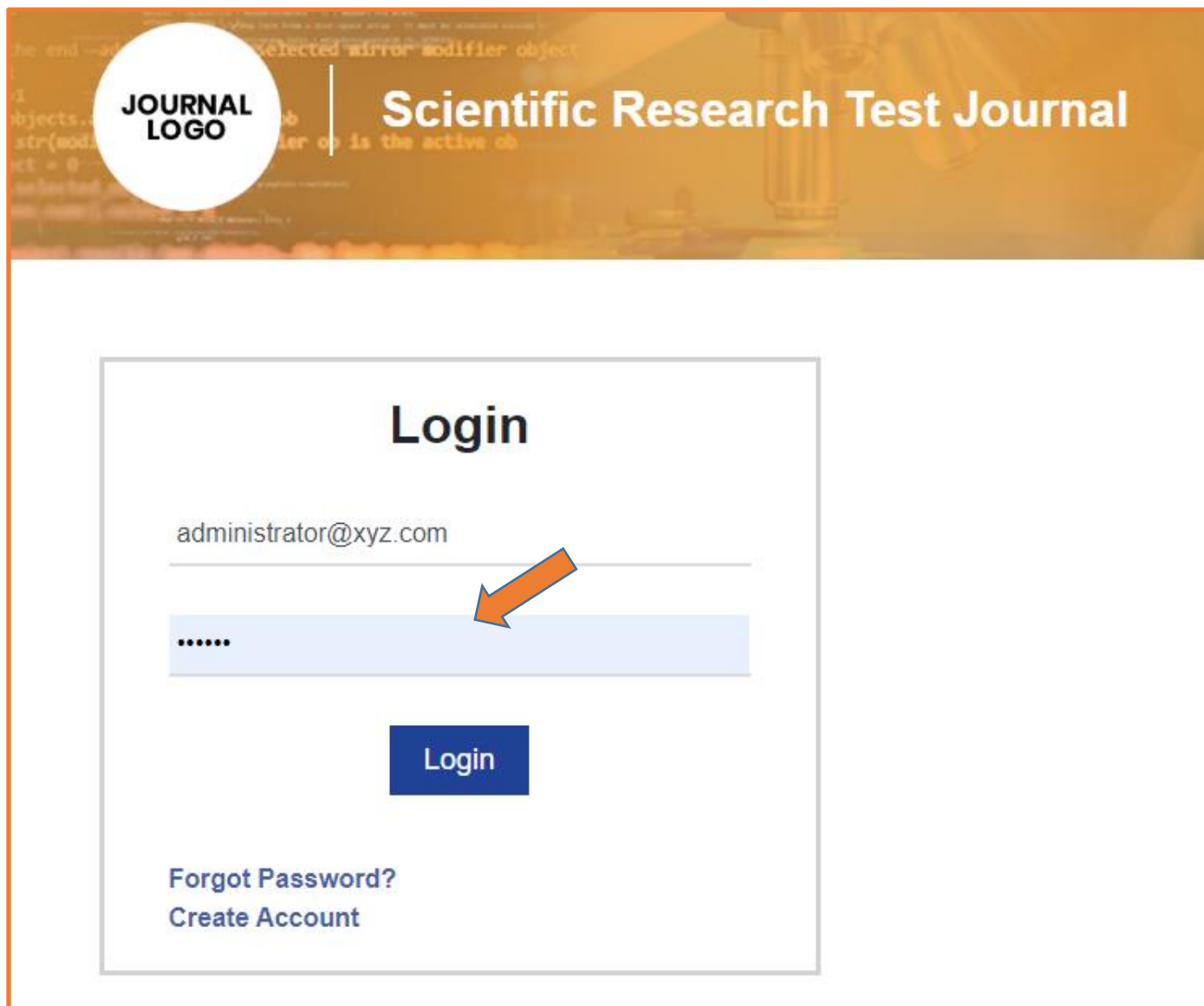




Administrator – New Submission

As an administrator, how should I manage the newly submitted manuscript?

The Administrator can login to the manuscript communicator of the journal using the credentials shared through email.



JOURNAL LOGO | **Scientific Research Test Journal**

Login

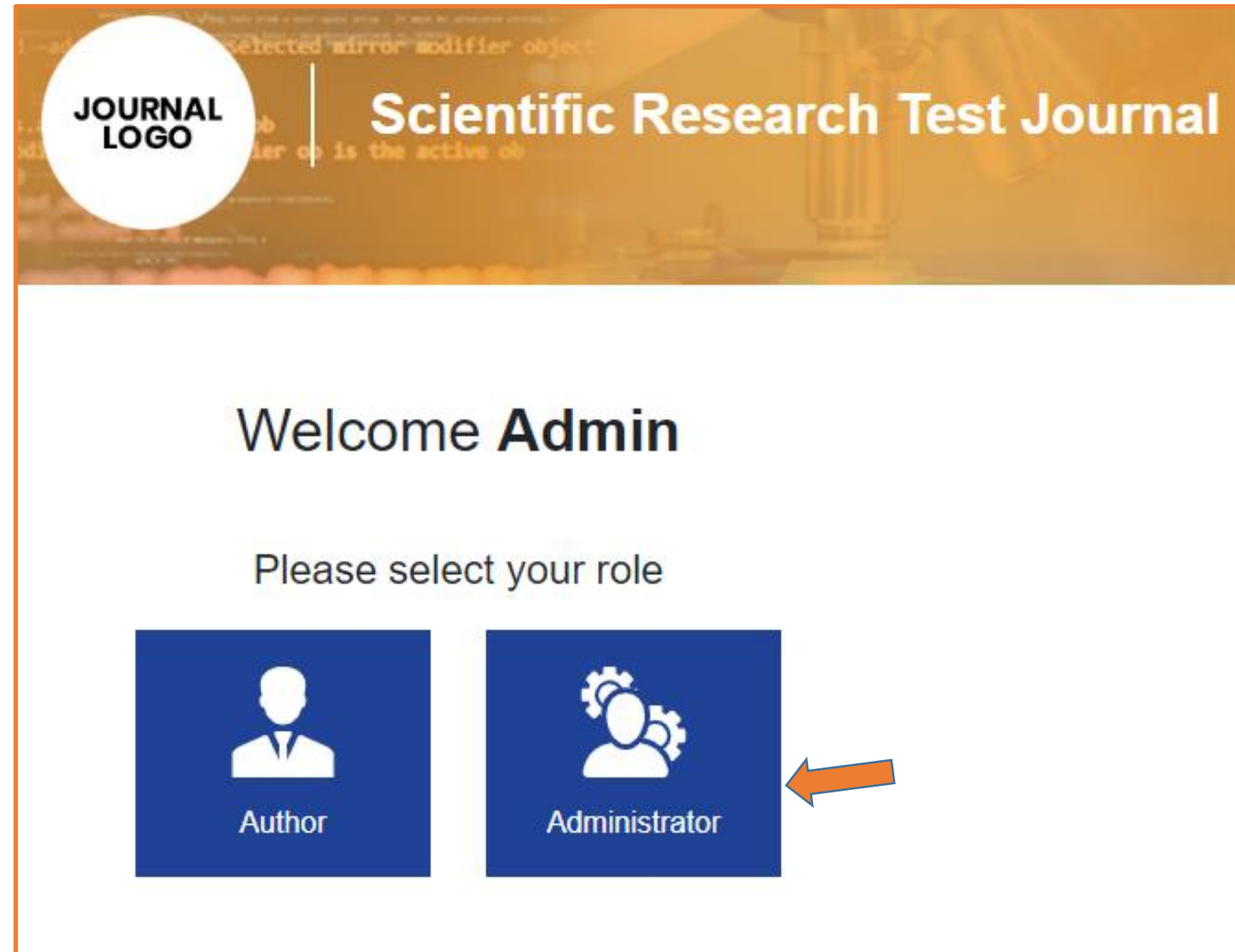
administrator@xyz.com

.....

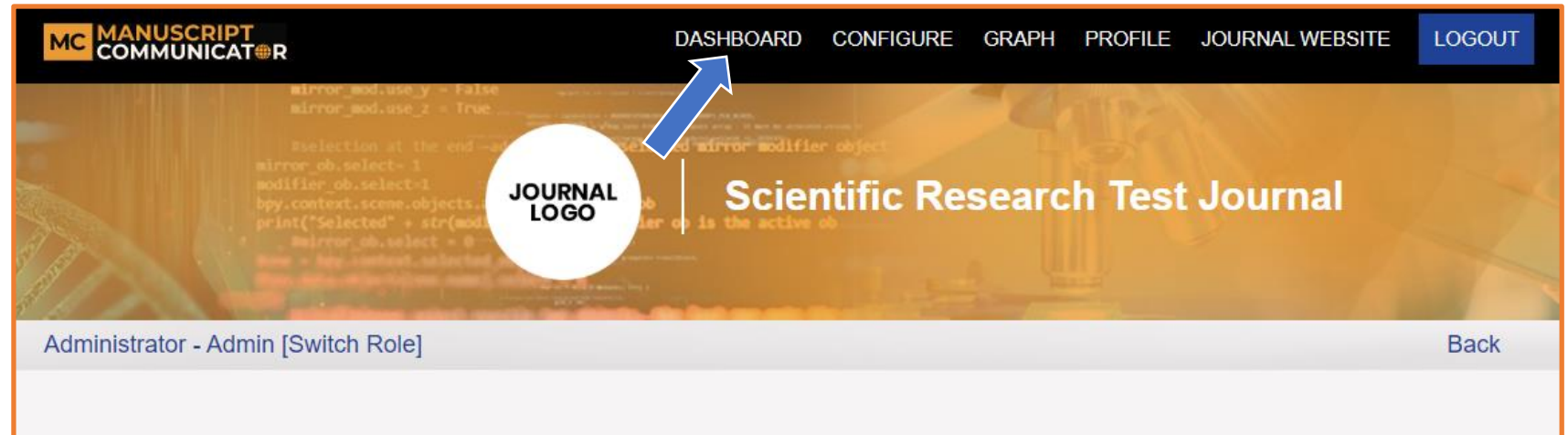
Login

[Forgot Password?](#)
[Create Account](#)

Initiate the process of assigning and managing the publication process by clicking on the 'Administrator' button.



Click on the 'DASHBOARD' on the main menu to go to the page that gives you a detailed report.



1. The Dashboard provides a comprehensive report of all the documents and the various stages of publication.
2. The tasks to be completed by you will be given in the 'To Do' list.
3. All the manuscripts and their status can be followed through the 'Monitor' list.
4. The progress of all the manuscripts can be checked.

Administrator - Admin [Switch Role] Back

Dashboard

To Do

- 1 New Submissions
- 0 Resubmissions
- 0 Revive Withheld Submissions

Monitor

- 0 All In Review
- 0 With EIC
- 0 With Editor
- 0 With Co-Editor
- 0 With Associate Editor
- 0 With Assistant Editor

Progress

- 0 Awaiting Resubmissions
- 0 Resubmissions In Progress
- 0 Reviewed From Withheld Status

The new submissions can be accessed through the 'To Do' list on the dashboard. Click on 'New Submissions' for details about the manuscript like:

1. The manuscript ID
2. Authors
3. Type of manuscript
4. Date of submission
5. Number of days with the Administrator.
6. Click on 'View Details' for more information.
7. Dashboard can be accessed by clicking on 'Back' button.

Administrator - Admin [Switch Role] 7 → Back

New submissions - 1

AJPSC-2020-32 Date: 23 January 2020

Manuscript

Authors
1. Author m (Corresponding author)

Type: Systematic Review

Administrator:Admin
3 day with Administrator

[View Details](#)

This screen appears when the 'View details' button is clicked. The following features can be noted:

1. The manuscript ID
2. Title of the manuscript
3. Keywords
4. Authors
5. The status of the manuscript
6. Date of submission
7. The team member having the manuscript and the number of days with the member
8. Click on 'View document' to see the complete manuscript
9. Dashboard can be accessed by clicking on 'Back' button
10. The versions of the manuscript can be accessed

Administrator - Admin [Switch Role] 9 [Back](#)

Details

Manuscript information

ID: **AJPSC-2020-32** 1

Title: Manuscript 2

Keywords: Keyword1,keyword2,keyword3 3

[View document](#) 8

Status

Submitted 5

Date submitted: 23 January 2020 6

With Administrator: 3 days 7

Authors

1. Author m (Corresponding author) 4

Manuscript versions

| Version | Submitted | Decision | Date | Switch version |
|---|-----------|----------|------|--------------------|
| AJPSC-2020-32 10 | 2020 | | | 👁️ You are viewing |

This screen appears when the 'View Document' button is clicked. The following features can be noted:

1. Type notes or instructions to the editorial team.
2. Submission information about the manuscript, documents and communication can be accessed.
3. The access to visibility of different files, part of the manuscript can be controlled in this section. This section can be used to make single blind, double blind and open review.

Notes 1 [Add a note](#)

Other submission information

| | |
|------------------------------|---|
| Abstract | + |
| Other manuscript information | + |
| Accompanying letter | + |
| All activity | + |
| Email activity | + |

2

Files

| Name | Type | Size | Date / Time | Visibility |
|-----------------|--------------|----------|---------------------|--|
| manuscript.docx | Cover letter | 11.21 KB | 23-01-2020 14:27:33 | 👁️ Hide to reviewers 👁️ Show to reviewers |
| manuscript.docx | Title Page | 11.21 KB | 23-01-2020 14:28:38 | 👁️ Hide to reviewers 👁️ Show to reviewers |
| manuscript.docx | Manuscript | 11.21 KB | 23-01-2020 14:28:01 | 👁️ Show to reviewers 👁️ Hide to reviewers |

3

1. The administrator can be changed using the 'Change Administrator' button that will lead you to a page to select the administrator.
2. The decision to withhold the manuscript can be implemented using the 'Withheld' button.
3. The assignment of the manuscript to EIC can be done as well.




- The role of Editor-in-Chief can be assigned in this section by choosing the right individual for the position from the drop-down menu.
- The profile and the contact information of the person will be entered into the Manuscript communicator by the principal administrator or the administrative assistant during the configuration step.

Administrator - Admin [Switch Role] [Back](#)

Take Action

Select EIC

EIC 

[Confirm](#)



Thank You