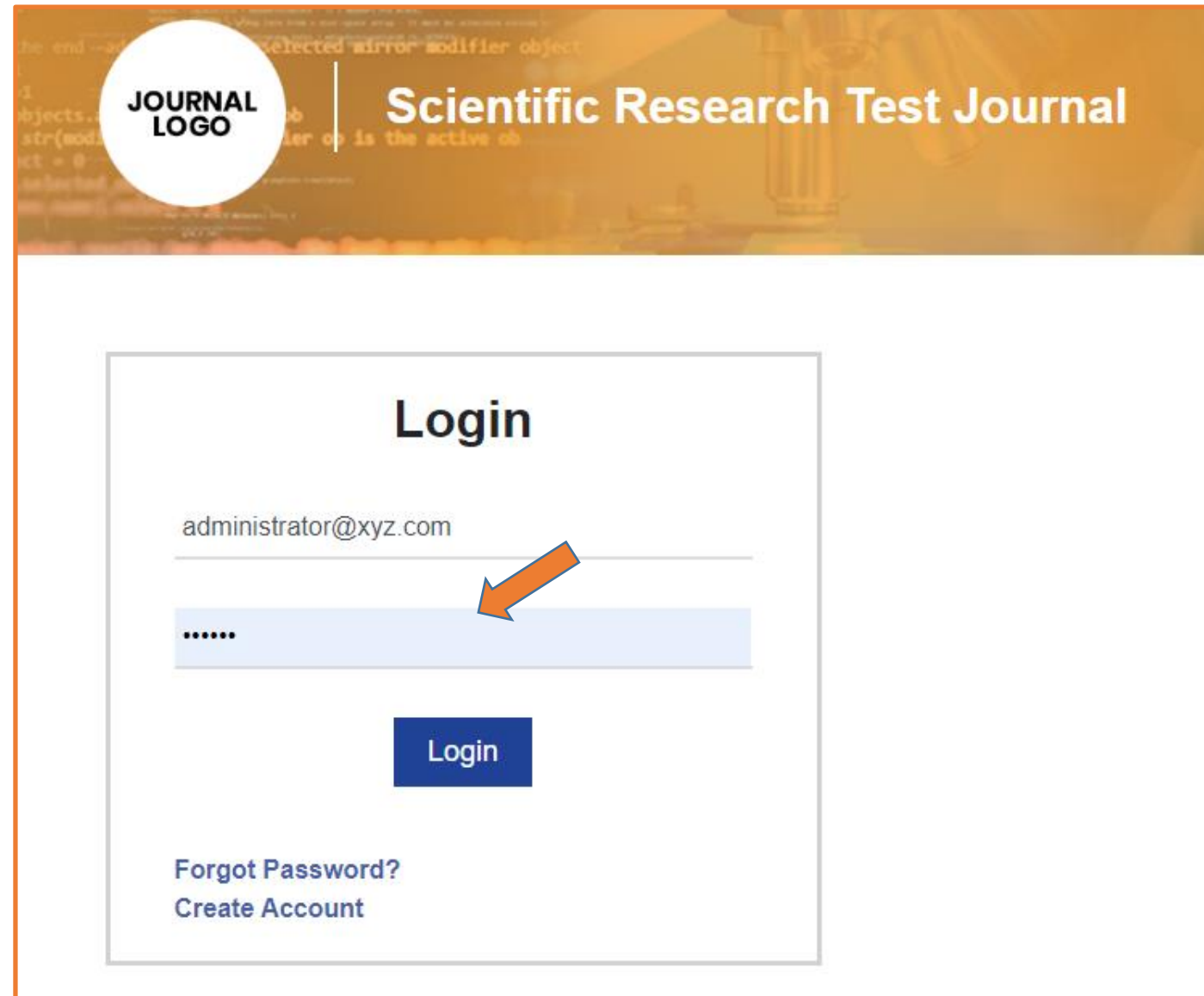




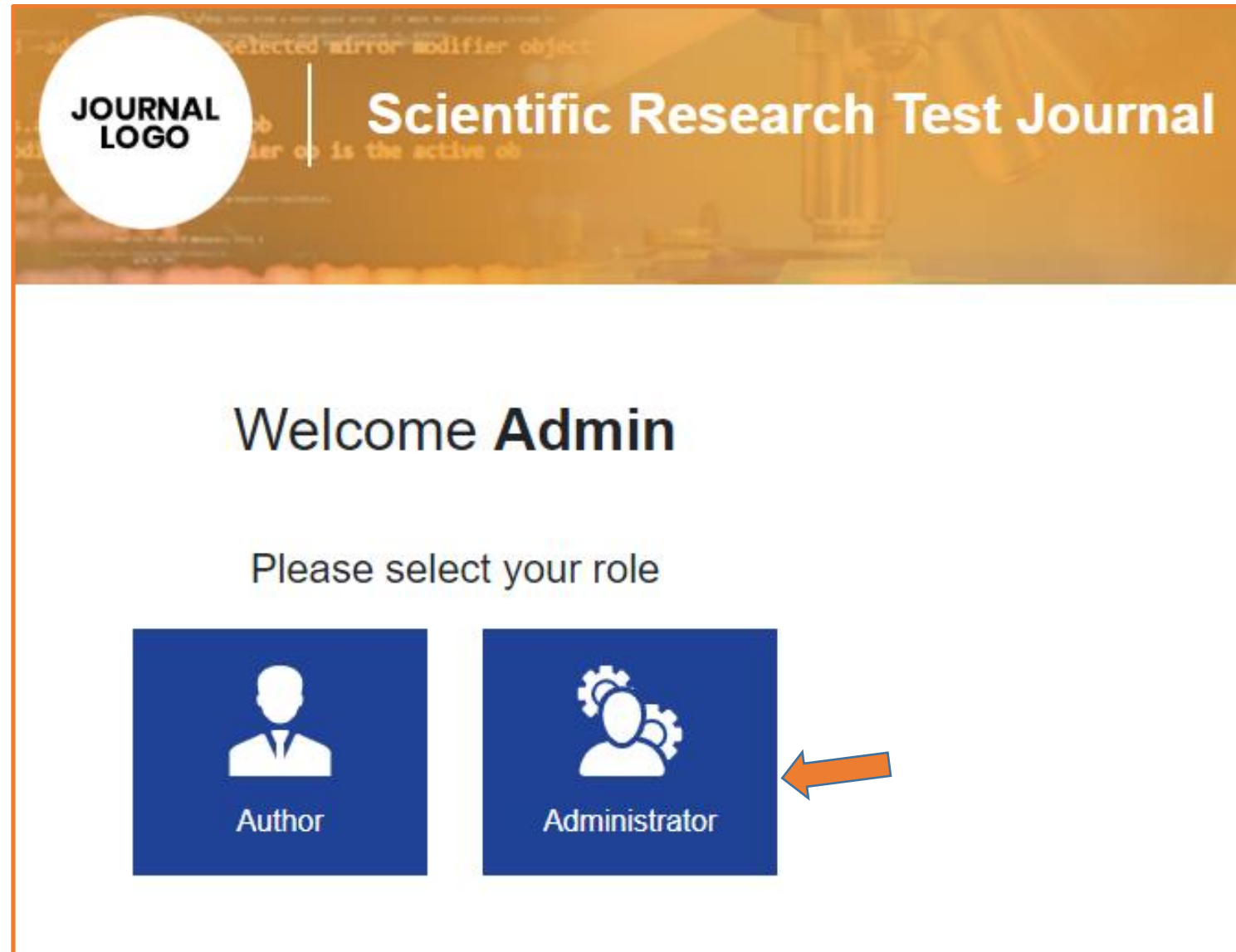
# Administrator - Resubmission

How to manage the resubmitted manuscripts?

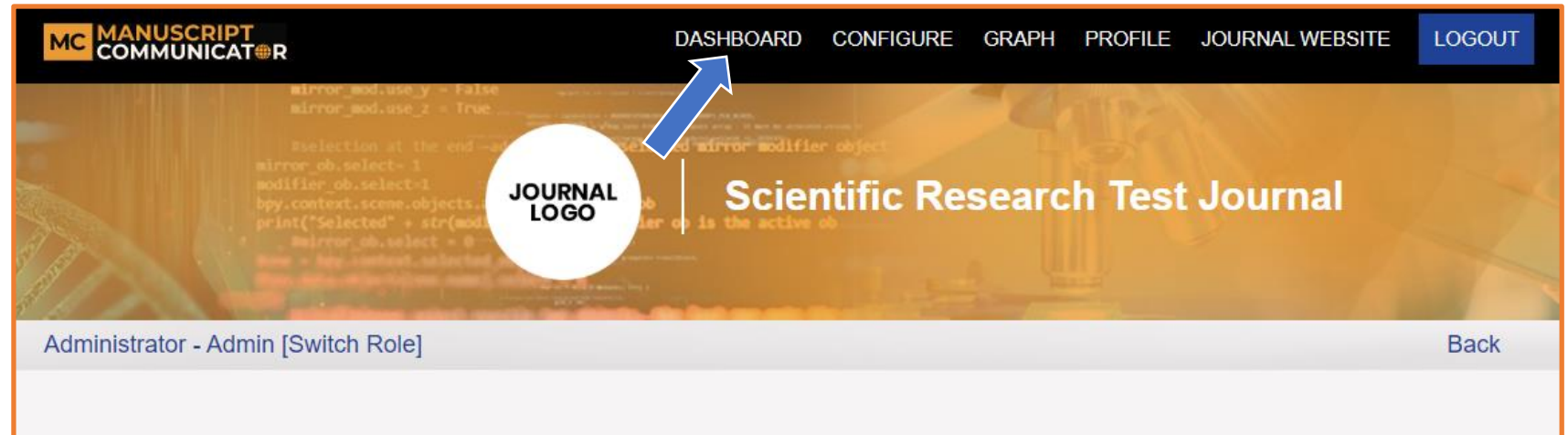
The Administrator can login to the manuscript communicator of the journal using the credentials shared through email.



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. Click on the 'resubmissions' button.
3. All the manuscripts and their status can be followed by 'Monitor' list.
4. The 'progress' of all the manuscripts can be checked.


Administrator - Admin [Switch Role] Back

## Dashboard


**To Do**

- 0 New Submissions
- 1 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 'Resubmissions' 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](#)

## Resubmissions - 1

**AJPSC-2020-32-R1** Date: 23 January 2020 4

**Manuscript** 2

**Authors**  
1. Author m (Corresponding author) 3

**Type:** Systematic Review 5

[View Details](#) 6

**Administrator:**Admin  
**EIC:**EIC  
2 day with Administrator

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-R1** 1

**Title:** Manuscript 2

**Keywords:** Keyword1,keyword2,keyword3 3

[View document](#) 8

### Status

Resubmitted 5

Date submitted: 25 January 2020 6

With Administrator: 2 days 7

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### Authors

1. Author m (Corresponding author) 4

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### Manuscript versions


Version	Submitted	Decision	Date	Switch version
AJPSC-2020-32	23 January 2020	Revise (major revisions)	25 January 2020	<input checked="" type="radio"/> <a href="#">Switch to Version AJPSC-2020-32</a>
AJPSC-2020-32-R1	25 January 2020			<input type="radio"/> <a href="#">You are viewing</a>

10

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.

**Notes** 
 Add a note



**Other submission information**

Abstract	+
Other manuscript information	+
Accompanying letter	+
Point-by-point response to the evaluator reports	+
All activity	+
Email activity	+





The section provides access to restrict the visibility of the uploaded documents to the reviewers, if required, by clicking on the following visibility settings.

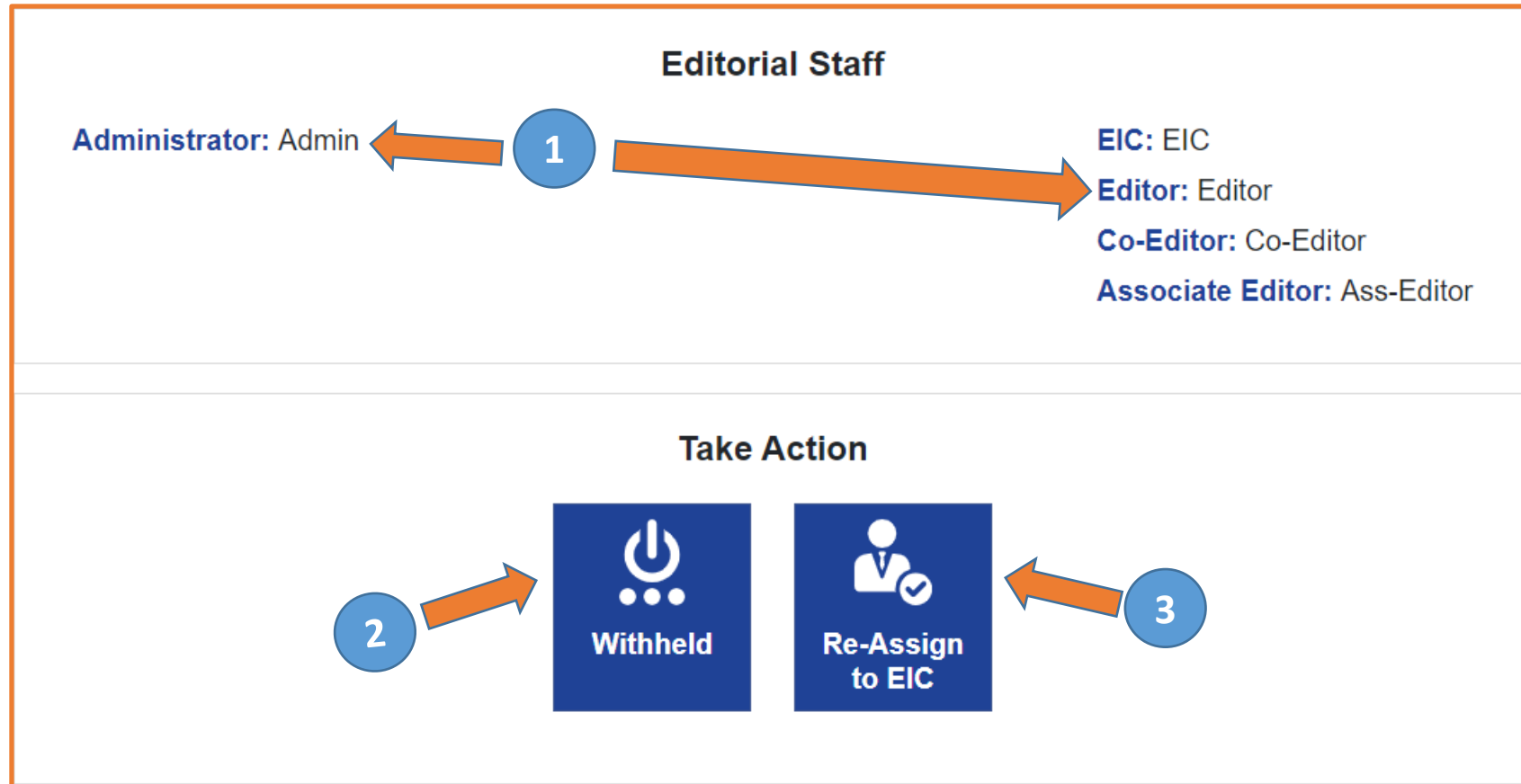
- Hide to reviewers
- Show to reviewers

### Files

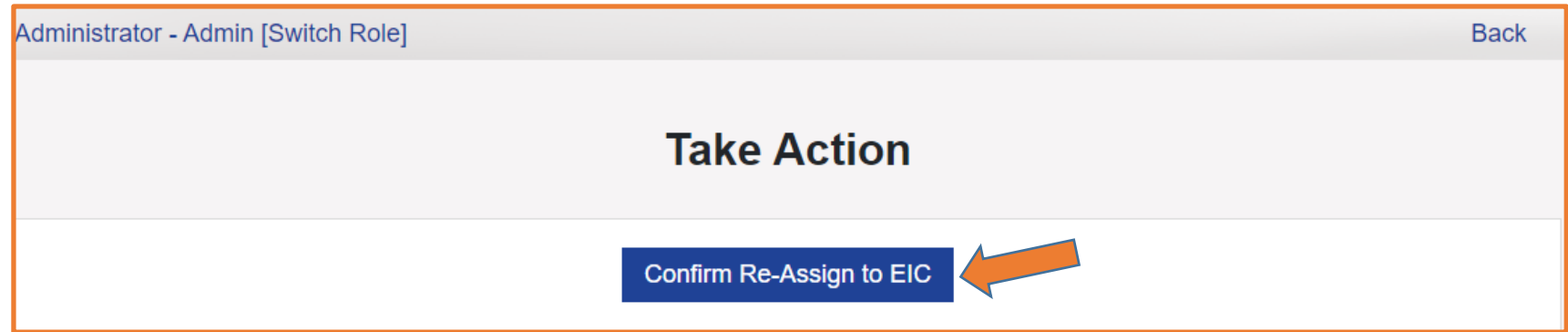
Name	Type	Size	Date / Time	Visibility
<a href="#">Cover-page.docx</a>	Cover letter	11.13 KB	25-01-2020 19:21:20	<a href="#">Hide to reviewers</a> <a href="#">Show to reviewers</a>
<a href="#">Title-page.docx</a>	Title Page	11.13 KB	25-01-2020 19:22:00	<a href="#">Hide to reviewers</a> <a href="#">Show to reviewers</a>
<a href="#">manuscript.docx</a>	Manuscript	11.21 KB	25-01-2020 19:21:40	<a href="#">Show to reviewers</a> <a href="#">Hide to reviewers</a>
<a href="#">Rebuttal-document.docx</a>	Comment / Rebuttal document	11.09 KB	25-01-2020 19:22:17	<a href="#">Show to reviewers</a> <a href="#">Hide to reviewers</a>



1. The list of editorial team members and their roles.
2. The decision to withhold the manuscript can be implemented using the 'Withheld' button.
3. The re-assignment of the manuscript to EIC can be done as well.



Confirm the reassignment of the manuscript to the EIC by clicking on the button 'Confirm Re-Assign to EIC'.





Thank You