



# Editorial Manager

Drop-in / Q&A

Automated reminders, reports and task tracking


Ursula Gonthier

Trusted evidence.  
Informed decisions.  
Better health.



## Before we start ...

- Please ask questions at any time – unmute or use the chat box
- This session is being recorded. The recording will be made available on the Cochrane Training website

 Please unmute to ask questions at any time, or type in the chat box. There is no such thing as a stupid question!

# Plan

- Automated notifications – who, what, when?
- Reports
  - Group reports
  - Saved searches
- Task tracking
  - Tracking status – folders and flags
  - Tracking to-dos – folders and tabs



# Automated notifications - Editors

- New or revised submission received
- Error building PDF
- Editor declines assignment
- Editor suggests reviewers
- Peer review comments complete
- Editorial task complete



# Automated notifications - Authors

- Notifications
  - New or revised submission received - confirmation of manuscript number
  - Change of due date for new or revised submission\*

\*ME copied in



# Automated reminders - Authors

- Reminders
  - Invitation not accepted or declined - 3 days before, day of, 3 days after invitation response date
  - Before protocol submission due - 45, 28, 7 days before due date
  - Before review submission due - 180, 28, 7 days before due date
  - Before protocol revision due - 45, 7 days before due date
  - Before review revision due - 30, 7 days before due date
  - After submission or revision due - 7, 14, 28 days after due date\*

\*ME copied in



# Automated notifications - Reviewers

- Invitation not accepted or declined - 4 days before invitation response date
- Partially saved comments - 2 days after partial save\*
- Before comments due - 7, 1 days before due date
- After comments due - 3, 7 days after due date

\*ME copied in



# Reports

- Group reports
- Customise a report
- Run and save a search





Data Sources | Fields | Summary | Chart | Gauge | Misc | Style | Filters | Preview  
 Report List | New | Save | Save As... | Print | SFTP

Acute Respiratory Infections

Title	Manuscript Notes in detail	Author	Stage	Flags	MS Number	Date 1st submitted	# days @ current status	Editorial status	First decision	Decision date	Final decision	Final decision date
A035 - Glucocorticoids for croup	24/01/22 - wants to edit byline 16/02/22 - asked for update 28/02/22 - searches need updating 16/03/22 - draft submitted. Started editing. Asked JC to sign off 17/03/22 - edited again 17/03/22 - requested CIS PR 18/03/22 - Liz Doney to PR searches 31 March 18/03/22 - edited again 21/03/22 - edited again 22/03/22 - edited again 23/03/22 - finished editing. Need to send comments to authors 24/03/22 - asked for JC comments Sent instructions for Liz D to submit comments 24/03/22 - Initiated Discussion to ask MSU for help 25/03/22 - Liz Doney sent comments 31/03/22 - Asked Support for advice on timelines for MSU response. 01/04/22 - initiated Discussion with Kerry 04/04/22 - received comments from Andrew - explained to him how to submit comments. Waiting for Kerry to respond 07/04/22 - comments > Authors 6 May 09/05/22 - submitted draft. Started editing. Terry Klassen to update CoI statement in Convey 10/05/22 - edited again. Send minor comments to authors > 15 May 13/05/22 - Terry updated CoI statement 17/05/22 - revised draft submitted. Ready for PR. Sent to SE 30 May. Invited CR & Rachel R 23 May. 26/05/22 - CR ack 30/05/22 - PR ack 02/06/22 - SE ack 05/06/22 - auto-gen reminder sent to Rachel 09/06/22 - Rachel R submitted comments. Recommended screening again. 10/06/22 - Asked FR to collate comments > 13 June 16/06/22 - PR comments > CE > 23 June 27/06/22 - Asked CE for comments. Will complete task next week (4-8 July) 05/07/22 - CE sent decision Minor Revision. PR comments > Authors 18 July	Aregbesola	Update: Intervention Review	283 Submission Flag Name DOI Complete Methods Support Unit input New citation Update With Author post peer review With Editor	COCHRANEAAC-2022-00039	3/15/2022		Revise	Major Revision	4/7/2022		
A225 - Oral vitamin A supplements to prevent acute upper respiratory tract infections in children up to seven years of age	20/09/22 - title registered 25/05/22 - asked for update 30/05/22 - expect draft end of June 01/07/22 - draft submitted. 04/07/22 - edited. Sent comments to authors > 15 July 05/07/22 - edited again > Authors	Cheng	Protocol: Intervention Review	165 Submission Flag Name Internal CRG check complete Returned to Author	COCHRANEAAC-2022-00078	6/30/2022		Revise	Minor Revision	7/5/2022		
A200 - Vitamin D as an adjunct to antibiotics for the treatment of	02/03/22 - draft submitted. Asked FR to do editorial check 10/03/22 - initial editorial check complete FR > Authors 24 Mar 25/03/22 - draft submitted. FR to check revisions	Das	Update: Intervention Review	305 Submission Flag Name	COCHRANEAAC-2022-00035	3/1/2022		Under Review	Minor Revision	3/10/2022		



# Task tracking

- Tracking status – folders and flags
  - Actions taken and next steps
- Tracking to-dos – folders and tabs
  - Editorial Menu – To-Do List
  - Proposal Menu – invitations to submit
  - Tasks Menu – tasks assigned



# Questions?

Contact [support@cochrane.org](mailto:support@cochrane.org)

Stay in touch on Community Slack #all-support-EM

