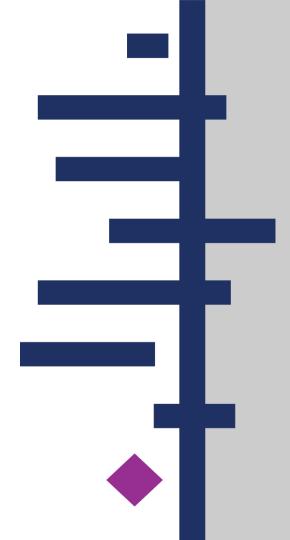


Editorial Manager Drop-in / Q&A Licence for Publication forms

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

- Context why have we made this change?
- New Licence for Publication Form system summary of changes
- Demo: Production Tasks > generating LfP forms
- Demo: interacting with new LfP form system
- Questions?



Summary of changes

- **NOW:** All LfP forms for submissions in production in new system.
- Authors no longer access Archie to complete LfP forms. New system uses Cochrane Account login. Authors with existing forms in Archie still able to complete these.
- LfP form status visible on submission details in EM.
- Submission details show link to access new LfP form system. Staff can log in to send reminders manually.
- **20 May 2022:** author access to Archie removed; authors with outstanding forms should contact Support for temporary access.
- **NEXT:** Automated reminders to authors coming soon!



Demo

- Production Tasks > generating LfP forms
 - Submit Editor's Decision > Accept > Notify Author
 - Production Details: LfP type; copy edit information
 - Initiate Production
 - Elizabeth Royle assigns Copy Editor → LfP form notifications sent to authors
 - LfP form status visible in EM
 - Additional Manuscript Details
 - History > Production Task History



Demo

- Interacting with new LfP form system
 - Link in Additional Manuscript Details
 - View submitted date
 - Send a reminder
 - Submit a form on behalf of an author



Questions?

Contact support@cochrane.org

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