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

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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