

Adding and inviting your team

Adding your team

In order to get your journal started, you will need to add the basic editorial team and invite the team to the system.

Let's see how we do this!

Select 'Admin'

The administrator can configure the staff section of your journal.

To add your editorial team/ staff, choose this role.

YOUR JOURNAL

Welcome *Jane Simmons* - please select your role

The screenshot displays a role selection interface with the following roles and icons:

- Author**: Icon of a document with a pencil.
- Reviewer**: Icon of two people.
- Sub-Editor**: Icon of a single person.
- Administrator**: Icon of a gear, highlighted with a red border.
- Editor-in-Chief**: Icon of a single person.
- Viewer**: Icon of a document with a magnifying glass.
- Support**: Icon of a wrench.

Need a hand?



Company
About
Offices
Contact



Support
Contact



Session

Click CONFIGURE

Here at the administrator's dashboard, click 'CONFIGURE' to access the 'Staff' page.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[SIGN OUT]

DASHBOARD

To do

- 9 new submissions
- 0 resubmissions
- 0 restart suspended submissions

Overdue

- 9 Administrator new submissions
- 3 Editor-in-Chief select Sub-Editor
- 8 Sub-Editor selects Reviewers
- 1 overdue review
- 2 overdue manuscripts

Monitor

27 all in review

- 1 suspended
- 4 new with Editor-in-Chief
- 9 Sub-Editor inviting reviewers
- 2 with external reviewers
- 1 Sub-Editor recommendation
- 1 Editor-in-Chief decision

Graphs

No data found for this graph

Choose report

Manuscript overview

Start date

2019-01-01

End date

2019-01-17

Go

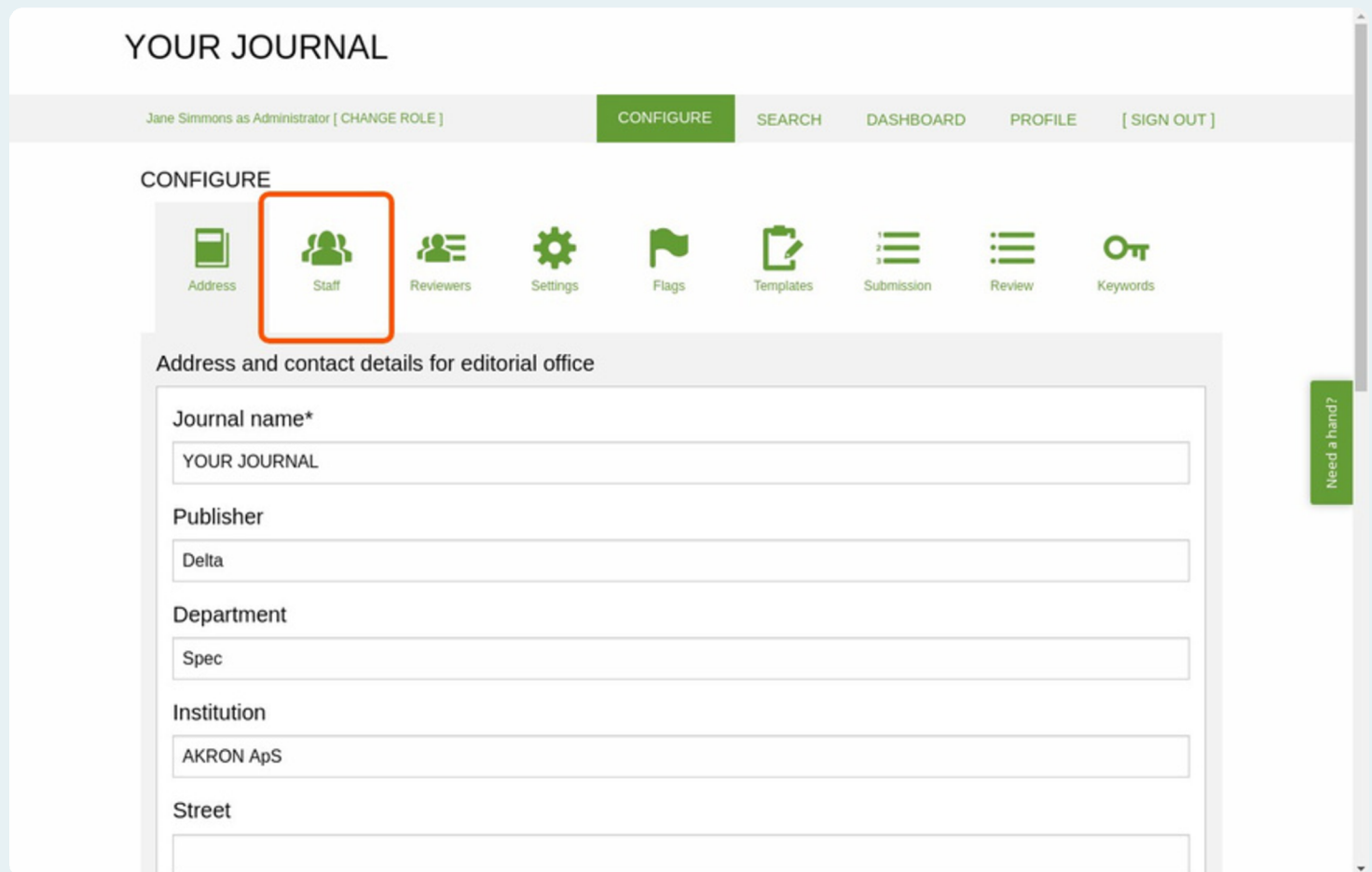
0 Manuscripts (unique submissions)



Need a hand?

Then, 'Staff'

Now, in the 'Configure' section, click the 'Staff' tab.



The screenshot shows the 'YOUR JOURNAL' configuration interface. At the top, there is a navigation bar with the user name 'Jane Simmons as Administrator [CHANGE ROLE]' and several menu items: 'CONFIGURE' (highlighted in green), 'SEARCH', 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. Below this is a 'CONFIGURE' section with a row of icons for different settings: Address, Staff (highlighted with a red box), Reviewers, Settings, Flags, Templates, Submission, Review, and Keywords. The 'Staff' icon is a green silhouette of two people. Below the icons, there is a form titled 'Address and contact details for editorial office' with several input fields: 'Journal name*' (containing 'YOUR JOURNAL'), 'Publisher' (containing 'Delta'), 'Department' (containing 'Spec'), 'Institution' (containing 'AKRON ApS'), and 'Street' (empty). A vertical green button labeled 'Need a hand?' is visible on the right side of the form.

'Staff'

This is the page where all editorial staff is listed, added or edited for your journal.

Each section displays the staff according to role.

The role title which best suits the needs of your journal can be selected from the drop-down menu.

Principal administrator

Administrators are displayed at the top of the page.

If a journal has more than one administrator, the principal administrator can be indicated via button selection.

Editorial staff

Editorial staff have roles that give access to various features of the program. There should always be at least one administrator/manager selected. See the help text at the bottom of the page to read more about the various roles and how manuscript workflow is affected.

Principal administrator
Choose the principal administrator/editorial office contact (the person who is most involved in processing submissions).

Danny Gardner
 Sid Barrett

Save

Select a title for this role
Sub-Editor

Name	Email	Last signed in		
Amory Arthur (Dr)	aa@hsah.org.itx	Never signed in	Edit profile	Remove
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Burnett John (Prof)	jb@ssc.ffg.xx	Never signed in	Edit profile	Remove

Need a hand?

Add a team member

Each staff section has an 'Add' button.

When adding staff (no matter which 'role'), an easy-fill form pops up, prompting you to add the essential profile information.

Let's see what that looks like...

Never signed in

Add Sub-Editor

Select a title for this role

Administrator

Name	Email	Last signed in		
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Gardner Danny (Mr)	d.gardner@karger.xx	2016-11-07 No. of sign ins: 1	Edit profile	Remove

Add Administrator

Select a title for this role

Production Editor

Name	Email	Last signed in		
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Add Production Editor

Select a title for this role

Editor-in-Chief

Name	Email	Last signed in		
------	-------	----------------	--	--

Need a hand?

Easy-fill

On this form, the essential profile details such as name, title, email and country are added...

...and saved

First name*

Middle name(s)

Last name*

Email*

Country*

Note: All users are requested to complete their profile and affiliation details when first contacted.

Need a hand?



Company

About
Offices
Contact



Support

ASK A QUESTION



Session

Jane Simmons
Role: Administrator
[Sign out]

Confirmation

The system then provides a confirmation message.

In this case, "Sara Middleton," a new administrator, has been added to the database

The screenshot displays a web application interface with a header section titled "YOUR JOURNAL". Below the header, a navigation bar includes the user name "Jane Simmons as Administrator [CHANGE ROLE]" and several menu items: "CONFIGURE" (highlighted in green), "SEARCH", "DASHBOARD", "PROFILE", and "[SIGN OUT]".

The main content area is titled "CONFIGURE" and features a row of nine icons representing different configuration options: Address, Staff, Reviewers, Settings, Flags, Templates, Submission, Review, and Keywords. The "Staff" icon is highlighted with a light green background.

Below the icons, a grey box contains the text: "Administrators are users that process and monitor manuscript progress." Below this text is a light green confirmation message box with a red border, stating: "Sara Middleton is added to the database." To the right of this message is a green button labeled "Add another".

At the bottom of the page, there is a green footer bar with three columns of information: "Company" (About, Offices, Contact), "Support" (ASK A QUESTION), and "Session" (Jane Simmons, Role: Administrator, [Sign out]). A vertical green button labeled "Need a hand?" is located on the right side of the footer.

Click 'Staff'

Click to return to the 'Staff' page to:

- verify that the new administrator is now listed

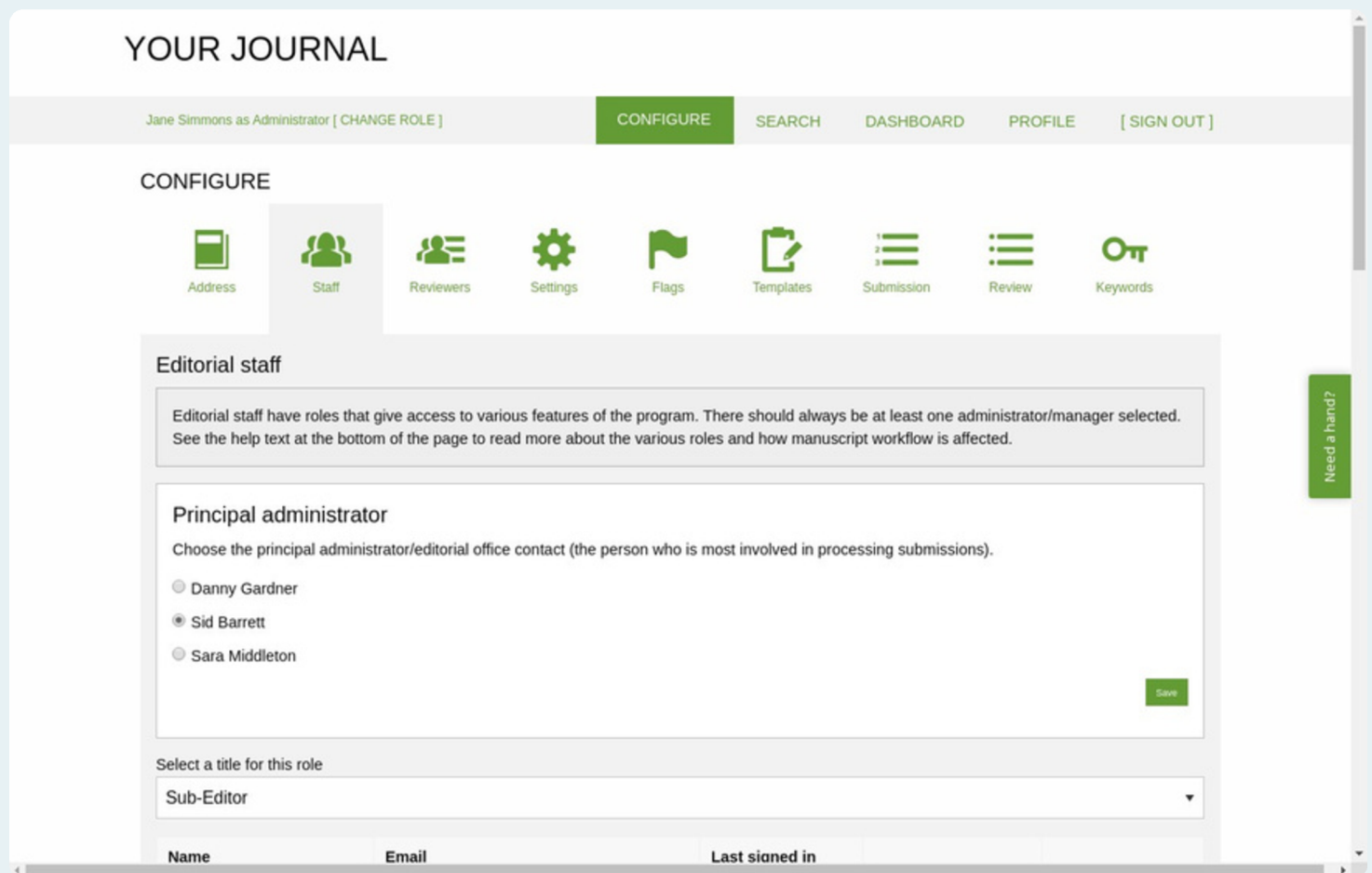
or

- add another member of the editorial staff team.

The screenshot displays the 'YOUR JOURNAL' administrative dashboard. At the top, the user is identified as 'Jane Simmons as Administrator' with a '[CHANGE ROLE]' link. A navigation bar includes 'CONFIGURE' (highlighted in green), 'SEARCH', 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. Below this, the 'CONFIGURE' section features a grid of icons for various functions: Address, Staff (highlighted with a red box), Reviewers, Settings, Flags, Templates, Submission, Review, and Keywords. A message box below the icons states 'Administrators are users that process and monitor manuscript progress.' and 'Sara Middleton is added to the database.' with an 'Add another' button. The footer contains three columns: 'Company' (About, Offices, Contact), 'Support' (ASK A QUESTION), and 'Session' (Jane Simmons, Role: Administrator, [Sign out]). A vertical 'Need a hand?' button is on the right side.

Adding more info

Once the person is listed to the 'Staff' page, more optional details can be added via 'Edit profile'




The screenshot shows a web interface for 'YOUR JOURNAL'. At the top, it says 'Jane Simmons as Administrator [CHANGE ROLE]' and has navigation links for 'CONFIGURE', 'SEARCH', 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. The 'CONFIGURE' section is active, showing icons for 'Address', 'Staff', 'Reviewers', 'Settings', 'Flags', 'Templates', 'Submission', 'Review', and 'Keywords'. The 'Staff' section is expanded, showing 'Editorial staff' with a help text box. Below that is the 'Principal administrator' section, which has a dropdown menu with 'Sub-Editor' selected and a 'Save' button. At the bottom, there is a table with columns for 'Name', 'Email', and 'Last signed in'.

Edit profile

Clicking, 'Edit profile,' opens the form where optional profile details such as: Orcid ID, institutional affiliation and alternative email can be added.

Update

Update will save and return you to the 'Staff' page.



The screenshot shows a web form for updating a staff member's profile. The form includes the following fields:

- town/city**: A text input field.
- Zip/Post code**: A text input field.
- Country***: A dropdown menu currently set to "Australia".
- Telephone**: A text input field.
- Fax**: A text input field.
- Web**: A text input field.

Below the form, there is a link that says "Create or Connect your ORCID ID" with a small icon. In the bottom right corner of the form area, there is a green "Update" button, which is highlighted with a red rectangular box. To the right of the form, there is a vertical green button labeled "Help Center".

At the bottom of the page, there is a green navigation bar with three sections:

- Company**: Includes links for "About", "Offices", and "Contact".
- Support**: Includes a link for "ASK A QUESTION".
- Session**: Shows the user's name "Jane Simmons", role "Role: Administrator", and a "[Sign out]" link.

Continue to add

Back at the 'Staff' page, another member of the team can be added by clicking the appropriate 'Add' button.

Add Editor-in-Chief

Let's click to add an Editor-in-Chief

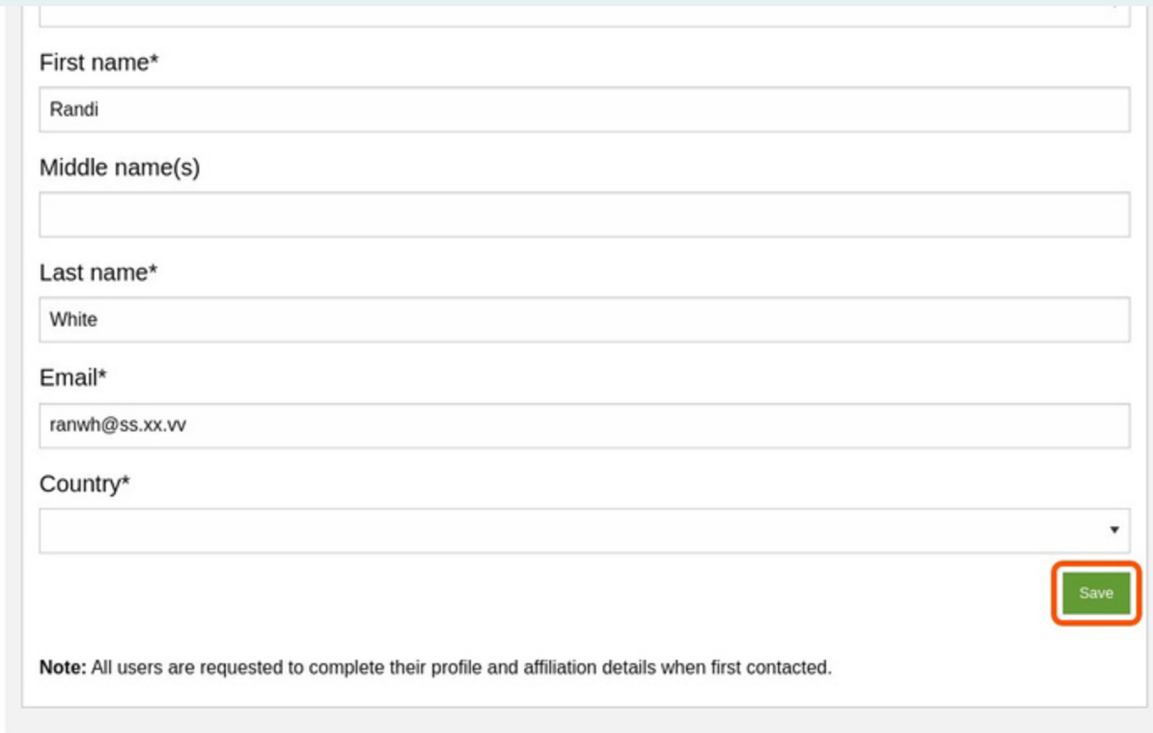
The screenshot displays a user management interface with two sections. The top section is for adding a Production Editor, with a dropdown menu set to 'Editor-in-Chief'. The bottom section is for adding a Viewer, with a dropdown menu set to 'Viewer'. Both sections contain a table of existing users with columns for Name, Email, and Last signed in. Each user entry has 'Edit profile' and 'Remove' buttons. A red box highlights the 'Add Editor-in-Chief' button in the bottom section. A 'Help Center' button is visible on the right side of the interface.

Name	Email	Last signed in		
Add Production Editor				
Select a title for this role				
Editor-in-Chief				
Name	Email	Last signed in		
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Roberts Carla Ida (Prof)	cir@as.uni.ff.xx	Never signed in	Edit profile	Remove
Add Editor-in-Chief				
Select a title for this role				
Viewer				
Name	Email	Last signed in		
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Add Viewer				

Easy-fill

The easy-fill form opens allowing essential profile details to be added...

And saved...



A screenshot of a user profile form. The form contains the following fields:

- First name***: Randi
- Middle name(s)**: (empty)
- Last name***: White
- Email***: ranwh@ss.xx.vv
- Country***: (empty dropdown menu)

A green **Save** button is located at the bottom right of the form, highlighted with a red border. Below the form, a note reads: **Note:** All users are requested to complete their profile and affiliation details when first contacted.

On the right side of the page, there is a vertical green button labeled **Help Center**.



Company

About
Offices
Contact



Support

ASK A QUESTION



Session

Jane Simmons
Role: Administrator
[Sign out]

Return to 'Staff'

Back at the 'Staff' page, the process continues:

If necessary, more details can be added to the new Editor-in-Chief profile...

...via 'Edit profile'

The screenshot displays a user management interface with three role sections. Each section has a title selection dropdown and a table of users. The 'Editor-in-Chief' section has three users, with the 'Edit profile' button for 'White Randi (Dr.)' highlighted by a red box. The 'Viewer' section has one user, 'Barrett Sid (Dr)'. A vertical 'Help Center' button is on the right side.

Name	Email	Last signed in		
Add Production Editor				
Select a title for this role				
Editor-in-Chief				
Name	Email	Last signed in		
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Roberts Carla Ida (Prof)	cir@as.uni.ff.xx	Never signed in	Edit profile	Remove
White Randi (Dr.)	ranwh@ss.xx.w	Never signed in	Edit profile	Remove
Add Editor-in-Chief				
Select a title for this role				
Viewer				
Name	Email	Last signed in		
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Add Viewer				

Continue...

More team members can be added via the 'Add...' button in the appropriate role section.

Removing a listing

Alternatively, a staff profile listing can be removed from the 'Staff' page.

A profile that is removed from the staff page will still remain in the journal's database.

The screenshot displays a staff management interface with three sections. Each section has a title selection dropdown and a table of staff members. The 'Production Editor' section has an 'Add Production Editor' button. The 'Editor-in-Chief' section has an 'Add Editor-in-Chief' button. The 'Viewer' section has an 'Add Viewer' button. A 'Help Center' button is visible on the right side.

Name	Email	Last signed in		
Add Production Editor				
Select a title for this role				
Editor-in-Chief				
Name	Email	Last signed in		
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Roberts Carla Ida (Prof)	cir@as.uni.ff.xx	Never signed in	Edit profile	Remove
White Randi (Dr.)	ranwh@ss.xx.w	Never signed in	Edit profile	Remove
Add Editor-in-Chief				
Select a title for this role				
Viewer				
Name	Email	Last signed in		
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Add Viewer				

Ready to invite?

If a staff profile has just been added, but the user has not yet been invited to the system, the 'set/reset password' can be used for this purpose.

Let's invite Sara Middleton as an example.

'Edit profile'

To do this, first click to 'Edit profile'

Sid Barrett
 Sara Middleton

Save

Select a title for this role
Sub-Editor

Name	Email	Last signed in		
Amory Arthur (Dr)	aa@hsah.org.itx	Never signed in	Edit profile	Remove
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Burnett John (Prof)	jb@ssc.ffg.xx	Never signed in	Edit profile	Remove

Add Sub-Editor

Select a title for this role
Administrator

Name	Email	Last signed in		
Barrett Sid (Dr)	sid.a@delhi.inz	Never signed in	Edit profile	Remove
Gardner Danny (Mr)	d.gardner@karger.xx	2016-11-07 No. of sign ins: 1	Edit profile	Remove
Middleton Sara (Ms)	Edit profile	Remove

Help Center

'Password'

When the profile opens, click the 'Password' tab.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[SIGN OUT]

PROFILE: SARA MIDDLETON [Proxy]



Personal



Expertise



Permissions



Password



Activity



Contact



Availability

Name and email

Title*

Ms

First name*

Sara

Middle name(s)

Last name*

Middleton

Email*

sm@xx.cc.vv

Alternative email

Help Center

'Reset/ send password'

In the 'Password' tab, click to 'reset/ send password'

The staff member will then be sent an email inviting he/she to establish a password for their new profile.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] CONFIGURE SEARCH DASHBOARD **PROFILE** [SIGN OUT]

PROFILE: SARA MIDDLETON [Proxy]

Personal Expertise Permissions **Password** Activity Contact Availability

Reset and send password to Sara Middleton at sm@xx.cc.vv

Help Center

Company
About
Offices
MM report
Product report

Support
ASK A QUESTION

Session
Jane Simmons
Role: Administrator
[Sign out]

Congratulations!

You have now completed the 'Add Your Team' guide.

Now take a look at how to adjust permissions of those on your team in the next guide: 'Adjust Permissions'