

How to Proxy

Proxying

Journal administrators have the option to perform a task on behalf of any other user via the 'Proxy' function.

This guide will show how an administrator proxies to complete a task on behalf of the Editor in Chief.

Administrator

First, the administrator logs in and chooses the administrative role

The screenshot shows a user selection interface titled "YOUR JOURNAL". Below the title, it says "Welcome Jane Simmons - please select your role". There are seven role selection buttons arranged in two rows. The first row contains: Author (notepad icon), Reviewer (two people icon), Sub-Editor (person icon), Administrator (gear icon, highlighted with a red border), and Editor-in-Chief (person icon). The second row contains: Viewer (magnifying glass icon) and Support (wrench icon). On the right side of the interface, there is a vertical "Help Center" button. At the bottom, there is a green navigation bar with three sections: "Company" (with a house icon and sub-links "About", "Offices", "Product report"), "Support" (with a telephone icon), and "Session" (with a person icon).

Dashboard

This brings the administrator to the 'Dashboard' with access to the 'Search' function.

Search

The administrator clicks 'Search' to search for the profile of the person for whom you wish to proxy.

The screenshot displays the 'YOUR JOURNAL' administrator interface. At the top, the user is identified as 'Jane Simmons as Administrator [CHANGE ROLE]'. Navigation tabs include 'CONFIGURE', 'SEARCH' (highlighted with an orange box), 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. The main content area is divided into three sections: 'DASHBOARD', 'Graphs', and 'Monitor'.

DASHBOARD

- To do**
 - 6 new submissions
 - 0 resubmissions
 - 0 restart suspended submissions
- Overdue**
 - 6 Administrator new submissions
 - 6 Editor-in-Chief select Sub-Editor
 - 7 Sub-Editor selects Reviewers
 - 2 overdue review
 - 25 overdue manuscripts
 - 3 Invite more reviewers
- Monitor**
 - 27 all in review
 - 1 suspended
 - 7 new with Editor-in-Chief
 - 8 Sub-Editor inviting reviewers
 - 4 with external reviewers
 - 0 Sub-Editor recommendation
 - 1 Editor-in-Chief decision

Graphs

No data found for this graph

Choose report	Start date	End date	
Manuscript overview	2020-01-01	2020-01-29	Go

Total manuscripts by status 0
From 2020-01-01 to 2020-01-29 selected by the date of submission.

- Rejected (before review) 0
- Accepted 0
- In review 0
- Rejected (after review) 0
- With author (revisions) 0
- Suspended 0
- Withdrawn 0
- Deleted 0

A vertical 'Help Center' button is located on the right side of the dashboard.

Configure

(as an alternative, administrators can also access staff member profiles via Configure > Staff)

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE SEARCH DASHBOARD PROFILE [SIGN OUT]

DASHBOARD

To do

- 6 new submissions
- 0 resubmissions
- 0 restart suspended submissions

Overdue

- 6 Administrator new submissions
- 6 Editor-in-Chief select Sub-Editor
- 7 Sub-Editor selects Reviewers
- 2 overdue review
- 25 overdue manuscripts
- 3 Invite more reviewers

Monitor

- 27 all in review
- 1 suspended
- 7 new with Editor-in-Chief
- 8 Sub-Editor inviting reviewers
- 4 with external reviewers
- 0 Sub-Editor recommendation
- 1 Editor-in-Chief decision

Graphs

No data found for this graph

Choose report	Start date	End date	
Manuscript overview	2020-01-01	2020-01-29	Go

Total manuscripts by status 0
From 2020-01-01 to 2020-01-29 selected by the date of submission.

- Rejected (before review) 0
- Accepted 0
- In review 0
- Rejected (after review) 0
- With author (revisions) 0
- Suspended 0
- Withdrawn 0
- Deleted 0

Help Center

Search

Now 'Search' opens. This is where a manuscript; a flagged group of manuscripts; or a user (person) profile can be searched for in the system.

Person

The administrator chooses to search for a 'Person' (user profile) by clicking the icon.

The screenshot displays a web application interface for a user named Jane Simmons as Administrator. The main heading is "YOUR JOURNAL". A navigation bar includes links for CONFIGURE, SEARCH, DASHBOARD, PROFILE, and [SIGN OUT]. Below this is a "SEARCH" section with three icons: Manuscript, Flag, and Person. The "Person" icon is highlighted with a red box. Underneath the icons are three search input fields with corresponding buttons: "ManuscriptID like fast search number (1234)" with a "Search on ID" button, "Title or text (use the * asterisk wildcard to shorten your search word)" with a "Search on title" button, and "Authors and co-authors (surname)" with a "Search on author" button. A "Help Center" button is visible on the right side. At the bottom, there is a footer with icons for Home, Company, Support, and Session.

YOUR JOURNAL

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

SEARCH

Manuscript Flag **Person**

ManuscriptID like fast search number (1234)

 Search on ID

Title or text (use the * asterisk wildcard to shorten your search word)

 Search on title

Authors and co-authors (surname)

 Search on author

Help topics for this page

Help topic: Search +

Company Support Session

Criteria

The administrator selects the relevant search criteria and types the necessary info.

The screenshot displays a web application interface titled "YOUR JOURNAL". At the top, it shows the user "Jane Simmons as Administrator" with a "[CHANGE ROLE]" link, and navigation links for "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE", and "[SIGN OUT]".

The "SEARCH" section features three icons: "Manuscript", "Flag", and "Person". The "Person" icon is highlighted, indicating the selected search criteria. Below the icons is a search input field containing the text "Roberts", which is highlighted with a red border. Above the input field is a prompt: "Enter the search phrase in the box below (use the * asterisk wildcard to shorten your search word)".

Below the input field, the "Search on:" section has three radio button options: "Last name" (selected), "First name", and "Email". A "Search for person" button is located to the right of these options.

At the bottom of the search section, there is a "Help topics for this page" section with a link for "Help topic: Search" and a "+" icon.

The footer contains navigation links: "Company" (About, Offices), "Support" (ASK A QUESTION), and "Session" (Jane Simmons, Role: Administrator).

A vertical "Help Center" button is visible on the right side of the page.

Results

Search results are then generated.

Edit Profile

The administrator clicks 'Edit Profile' to access the profile and the 'proxy' function.

The screenshot shows a web interface titled "YOUR JOURNAL". At the top, there is a navigation bar with the user name "Jane Simmons as Administrator [CHANGE ROLE]" and menu items: "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE", and "[SIGN OUT]". Below the navigation bar, the "SEARCH RESULTS" section displays a search result for "Prof Carla Ida Roberts". The profile information includes "Address:", "Country: Austria", and "Email: cir@as.uni.ff.xx". A green button labeled "Edit profile" is highlighted with a red rectangular box. Below the profile information, there is a checkbox labeled "Mark for merge" and a green button labeled "Go to merge accounts". At the bottom right of the search results area, there is a green button labeled "Search again". On the right side of the page, there is a vertical green button labeled "Help Center". The footer of the page is a green bar with three sections: "Company" (with a house icon and links for "About" and "Offices", and a "Product report" link), "Support" (with a keyboard icon and a link for "ASK A QUESTION"), and "Session" (with a person icon and user information: "Jane Simmons", "Role: Administrator", and "[Sign out]").

Profile

Now the administrator is in the profile...

(Proxy)

The administrator can click, 'Proxy,' to begin performing actions on behalf of this user.

YOUR JOURNAL

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

PROFILE: CARLA IDA ROBERTS **[Proxy]**

- Personal
- Expertise
- Permissions
- Password
- Activity
- Contact
- Availability

Name and email

Title*
Prof

First name*
Carla Ida

Middle name(s)

Last name*
Roberts

Email*
cir@as.uni.ff.xx

Alternative email

Help Center

Roles

The administrator will then be shown the roles available to this user.

Editor-in-Chief

In this case, the administrator would click EiC to assign a sub-editor on behalf of EiC, Carla Ida Roberts.

YOUR JOURNAL

Welcome *Carla Ida Roberts* - please select your role



Help Center



Company
About
Offices



Support



Session

EiC Dashboard

Upon clicking 'Editor in Chief' role, the administrator is let into Carla Ida Roberts' EiC Dashboard.'

New Submissions

Here the administrator can access the new submissions.

YOUR JOURNAL

Carla Ida Roberts as Editor-in-Chief [CHANGE ROLE] SEARCH **DASHBOARD** PROFILE [SIGN OUT]

Jane Simmons signed in as Carla Ida Roberts [END PROXY]

DASHBOARD

Manuscript to do list

- 2 new submissions**
- 0 resubmissions
- 0 ready for decision

Monitor Manuscripts

- 5 you as Editor-in-Chief
- 6 assigned to other Editor-in-Chief
- 0 you as Sub-Editor
- 11 assigned to other Sub-Editor

- 2 awaiting resubmission
- 0 resubmission in progress

- 6 accepted

Invited manuscripts

[Invite a manuscript](#)

Graphs

No data found for this graph

Choose report	Start date	End date	
Manuscript overview	2020-01-01	2020-01-29	Go

Total manuscripts by status 0
From 2020-01-01 to 2020-01-29 selected by the date of submission.

Status	Count
Rejected (before review)	0
Accepted	0
In review	0
Rejected (after review)	0
With author (revisions)	0
Suspended	0
Withdrawn	0
Deleted	0

New Submissions List

Upon clicking, 'New Submissions' an extended list opens.

View Details

The administrator would then click to 'View details'

YOUR JOURNAL

Carla Ida Roberts as Editor-in-Chief [CHANGE ROLE] SEARCH DASHBOARD PROFILE [SIGN OUT]

Jane Simmons signed in as Carla Ida Roberts [END PROXY]

New submission - 2 manuscripts

DEMO-2016-11 - (11) Anterior Femoral after Total Hip Arthroplasty "Metal-on-Metal" caused by Persistent Contracture Type: Original Article Sid Barrett (Author), L. Kawazasski (Co-author) Submitted: 2018-12-12	Editor-in-Chief selects Sub-Editor 409 days overdue Manuscript overdue 362 days Administrator: Jane Simmons Editor-in-Chief: Carla Ida Roberts Sub-Editor not assigned 412 days in review 412 days with Editor-in-Chief	With editor	View details
DEMO-2016-20 - (21) Multifocal Arterial Haemorrhage in bone Fracture: A Case Report Type: Case Report Niels Olsson (Author), Edmund Jonsson (Co-author) Submitted: 2018-12-12	Editor-in-Chief selects Sub-Editor 388 days overdue Manuscript overdue 362 days Administrator: Jane Simmons Editor-in-Chief: Carla Ida Roberts Sub-Editor not assigned 412 days in review 391 days with Editor-in-Chief	With editor	View details

Showing 2 of 2 total records

Help topics for this page

[Help topic 1: Manuscript list](#) +

Help Center

Details

Now the three tabs that organize all of the manuscript information are visible: Details, Review, and Decision.

Review

In order to assignin the missing editor, the 'Review' tab must be opened.

The screenshot shows a web interface for a journal submission. At the top, it says "YOUR JOURNAL" and "Carla Ida Roberts as Editor-in-Chief [CHANGE ROLE]". There are navigation links for "SEARCH", "DASHBOARD", "PROFILE", and "[SIGN OUT]". Below this, it says "Jane Simmons signed in as Carla Ida Roberts [END PROXY]". The main content area has three tabs: "Details", "Review" (which is highlighted with a red box), and "Decision". To the right of the tabs are navigation arrows: "← new submission", "1 of 2", "← previous", and "next →". Below the tabs is a table with two columns: "Manuscript information" and "Status".

Manuscript information	Status
ID: DEMO-2016-11 - (11)	Checked (Ready for review)
Title: Anterior Femoral after Total Hip Arthroplasty "Metal-on-Metal" caused by Persistent Contracture	Date submitted: 2018-12-12 Time in review: 412 days
Type: Original Article	
Keywords: Cartilage, joint, joint friction, hip, arthroplasty, Lower Limb	
PDF review document	

Below the table is an "Authors" section with the following text: "All Authors: Sid Barrett (Author), L Kawazasski (Co-author)" and "Corresponding address: Orthopaedic Centre, New Delhi University, Empire Street, New Delhi, IN 4444, India". There is a "+" icon to the right of the authors list.

Review tab

Now on the 'Review tab' of the manuscript, the administrator would scroll down to the 'Editorial Staff' section to assign an Sub-editor.

Editorial Staff

All staff with responsibility for the processing of this manuscript are listed here.

Authors

All Authors: Sid Barrett (Author), L Kawazasski (Co-author)
Corresponding address: Orthopaedic Centre, New Delhi University, Empire Street, New Delhi, IN 4444, India



Flags

Add a flag

Notes

Add a note

Editorial Staff

Administrator: Jane Simmons
[\[contact\]](#)
Assigned: 2018-12-12

Editor-in-Chief: Carla Ida Roberts
Assigned: 2018-12-12

Re-assign



ASSIGN SUB-EDITOR NOW



Search for a reviewer

Decision

Marked up documents for authors

Add a marked-up review document for the authors



Reviewer invitation strategy

Sub-editor

In this section the sub-editor can be assigned.

All Authors: Sid Barrett (Author), L Kawazasski (Co-author)
Corresponding address: Orthopaedic Centre, New Delhi University, Empire Street, New Delhi, IN 4444, India



Flags

Add a flag

Notes

Add a note

Editorial Staff

Administrator: Jane Simmons
[contact]
Assigned: 2018-12-12

Editor-in-Chief: Carla Ida Roberts
Assigned: 2018-12-12

Re-assign



ASSIGN SUB-EDITOR NOW



Search for a reviewer

Decision

Marked up documents for authors

Add a marked-up review document for the authors



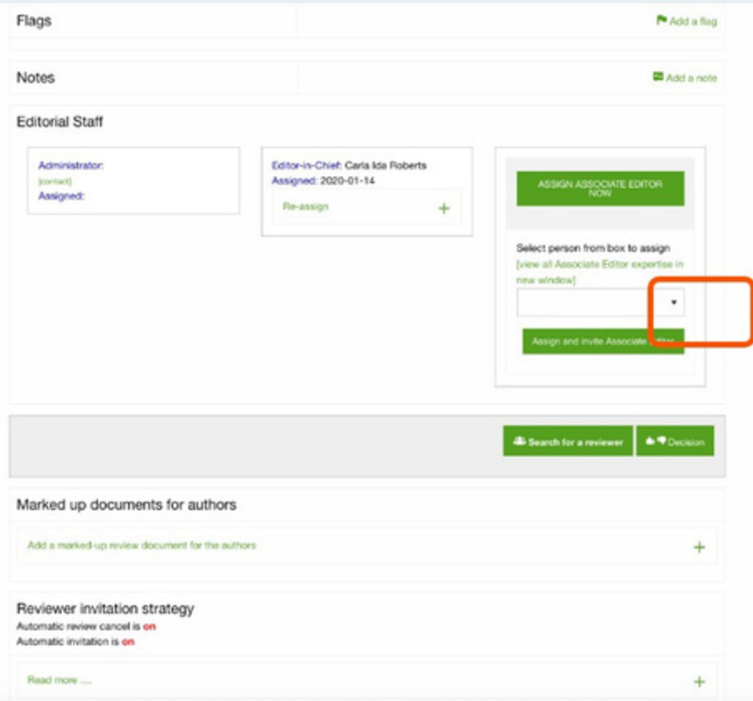
Reviewer invitation strategy

Automatic review cancel is on

Help Center

Drop Down

Upon clicking the plus sign, ('+'), the drop-down menu opens, displaying the list of sub-editors and the number of manuscripts each is currently processing.



The screenshot displays a web interface with several sections:

- Flags:** Includes an "Add a flag" button.
- Notes:** Includes an "Add a note" button.
- Editorial Staff:**
 - Administrator:** Shows a "contact" link and an "Assigned:" field.
 - Editor-in-Chief:** Lists "Carla Ida Roberts" with an "Assigned: 2020-01-14" date and a "Re-assign" button with a plus sign.
 - Assign Associate Editor:** Features a green "ASSIGN ASSOCIATE EDITOR NOW" button, a "Select person from box to assign" instruction, a dropdown menu (highlighted with a red box), and an "Assign and invite Associate" button.
- Search and Decision:** Contains "Search for a reviewer" and "Decision" buttons.
- Marked up documents for authors:** Includes a text input field and a plus sign.
- Reviewer invitation strategy:** Shows status indicators for "Automatic review cancel" (on) and "Automatic invitation" (on), along with a "Read more ..." link.

Select

The administrator simply clicks to select the desired name...

The screenshot displays a web interface for managing editorial staff. It includes sections for 'Flags', 'Notes', and 'Editorial Staff'. The 'Editorial Staff' section shows an 'Editor-in-Chief' (Carla Ida Roberts) and an 'Assign Associate Editor' dialog box. The dialog box lists three users: 'Amory, Arthur: 1', 'Burnett, John: 0', and 'User, Demo: 0'. The 'Amory, Arthur' option is selected and highlighted with a red box. Below the dialog box are buttons for 'Search for a reviewer' and 'Decision'. The 'Marked up documents for authors' section has a button to 'Add a marked-up review document for the authors'. The 'Reviewer invitation strategy' section shows 'Automatic review cancel is on' and 'Automatic invitation is on', with a 'Read more ...' button.

Assign

...then clicks, again to, 'Assign'

The screenshot shows a web interface for assigning an Associate Editor. It features several sections:

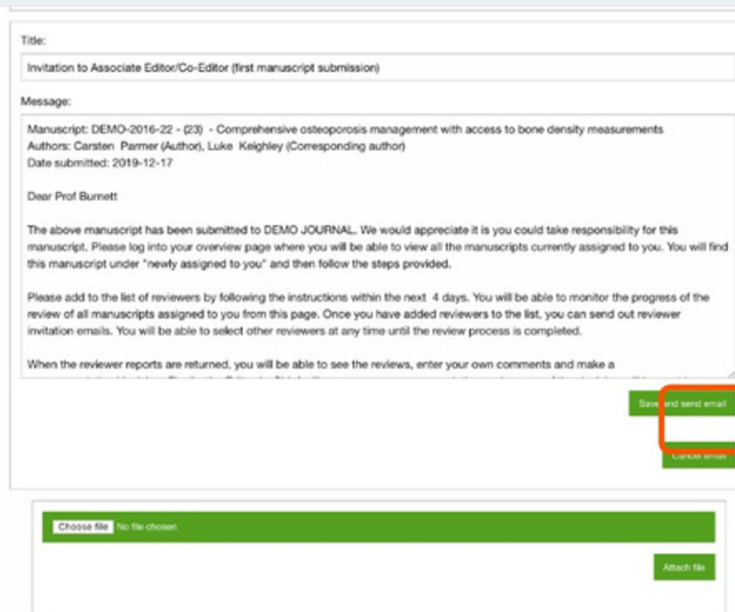
- Flags:** Includes an 'Add a flag' button.
- Notes:** Includes an 'Add a note' button.
- Editorial Staff:** Contains a list of staff members. One entry for 'Editor-in-Chief: Carla Ida Roberts' is shown with an 'Assigned' date of '2020-01-14' and a 'Re-assign' button. To the right, there is a section for selecting a person to assign, with a dropdown menu showing 'Burnett, John: 0' and a green button labeled 'Assign and invite Associate Editor' highlighted with a red box.
- Search and Decision:** A grey bar containing 'Search for a reviewer' and 'Decision' buttons.
- Marked up documents for authors:** A section with an 'Add a marked-up review document for the authors' button.
- Reviewer invitation strategy:** A section with 'Automatic review cancel is on' and 'Automatic invitation is on' status indicators, and a 'Read more ...' button.

Invite editor email

Upon clicking, 'Assign' the, 'Invite Editor' email template opens

Save and send email

After making any necessary edits, the proxying administrator would click, 'Save and send email'



The screenshot shows a web form with the following sections:

- Title:** Invitation to Associate Editor/Co-Editor (first manuscript submission)
- Message:**

Manuscript: DEMO-2016-22 - (23) - Comprehensive osteoporosis management with access to bone density measurements
Authors: Carsten Palmer (Author), Luke Keighley (Corresponding author)
Date submitted: 2019-12-17

Dear Prof Burnett

The above manuscript has been submitted to DEMO JOURNAL. We would appreciate it if you could take responsibility for this manuscript. Please log into your overview page where you will be able to view all the manuscripts currently assigned to you. You will find this manuscript under "newly assigned to you" and then follow the steps provided.

Please add to the list of reviewers by following the instructions within the next 4 days. You will be able to monitor the progress of the review of all manuscripts assigned to you from this page. Once you have added reviewers to the list, you can send out reviewer invitation emails. You will be able to select other reviewers at any time until the review process is completed.

When the reviewer reports are returned, you will be able to see the reviews, enter your own comments and make a
- Buttons:** A green button labeled "Save and send email" is highlighted with a red rectangle. Below it is a smaller green button labeled "Cancel email".
- File Upload:** A green button labeled "Choose file" with the text "No file chosen" next to it. Below it is a green button labeled "Attach file".

Confirmation

Then the confirmation page would open announcing that the email has been sent.

End Proxy

And the administrator would be able to click next to the user's name to 'End Proxy'.

