

Set permissions for your team

Permissions & Decisions

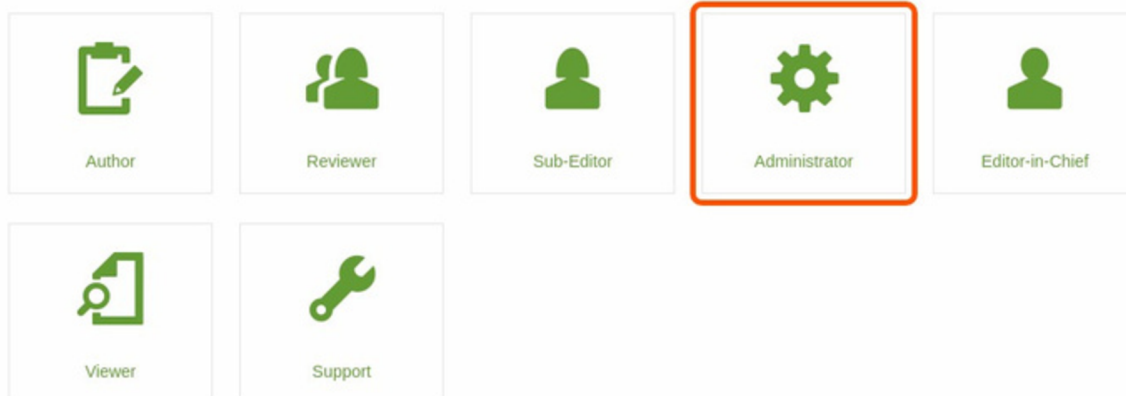
As team members are added, permissions and decisions can be set in the user's profile.

'Admin'

This is done by the journal administrator either through the 'Search' function or the 'Staff' page of the Configure section.

YOUR JOURNAL

Welcome *Jane Simmons* - please select your role



Company
About
Offices
Contact



Support
Contact



Session

Permissions

Once in the user profile, click the 'Permissions' tab.

Here administrators can tailor the roles and permissions as well as the recommendations or decisions at the user's disposal.

Permissions/roles

Users will often have more than one role they are able to play in the journal's system.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[SIGN OUT]

PROFILE: ARTHUR AMORY [Proxy]



Personal



Expertise



Permissions



Password



Activity



Contact

User roles/permissions

The user roles gives permission to access various features in the program. See the user guide for a full description of each role.

- Author
- Reviewer
- Sub-Editor
- Administrator
- Managing Editor
- Editor-in-Chief
- Viewer

Update

Reviewer status

Help Center

Example: this user's roles:

'Author' permissions are standard for all users.

This user also has Reviewer and Sub-editor permissions

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

PROFILE: ARTHUR AMORY [Proxy]

Personal Expertise **Permissions** Password Activity Contact

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- Reviewer
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Update

Reviewer status

Editorial board/frequent reviewer allows editorial staff to quickly search and add to this person to the review list. Editorial board/frequent

Help Center

Update - roles

If changes occur, the administrator simply selects the appropriate roles and clicks to 'Update.'

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Editorial board/frequent reviewer allows editorial staff to quickly search and add to this person to the review list. Editorial board/frequent reviewer role can only review manuscripts, they do not have permission to invite other reviewers unless they have been given other editor permissions.

Ordinary reviewers are invited to review on an adhoc basis.

Statistician can complete a review/evaluation before the external reviewers are invited. The report is appended to the manuscript files and made available to the external reviewers as well as the authors.

Excluded reviewers will be omitted from any invitations searches and cannot be added to the review list.

- Editorial board or frequent reviewer

'Reviewer status'

This user also has 'Ordinary reviewer' status.

Some reviewers have specific reviewer status such as 'Statistician' or 'Editorial Board Member.'

- Administrator
- Managing Editor
- Editor-in-Chief
- Viewer

[Update](#)

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- Editorial board or frequent reviewer
- Ordinary reviewer
- Statistician
- Excluded from reviewing

[Update](#)

Decision or recommendation permissions

[Help Center](#)

Update - Reviewer status

Click 'Update' if changes are made.

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- Ordinary reviewer
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Update

Decision or recommendation permissions

Choosing 'Recommendations' ONLY allows the person to submit a recommendation to the E-i-C who will make the final decision. Choosing 'Decision' allows the person to make a final decision and correspond directly with the authors.

This person has permission to make the following decisions/recommendations

	Recommendations (E-i-C to take final decision)	OR	Decisions
Delete	<input checked="" type="radio"/> Recommend Reject manuscript (before review)	OR	<input type="radio"/> Reject manuscript (before review)
Delete	<input checked="" type="radio"/> Recommend Revise manuscript (minor revisions)	OR	<input type="radio"/> Revise manuscript (minor revisions)

Decision / recommendation

This section shows which decisions or recommendations the user is able to make for manuscripts under review.

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Delete	<input checked="" type="radio"/> Recommend Revise manuscript (minor revisions)	OR	<input type="radio"/> Revise manuscript (minor revisions)
Delete	<input checked="" type="radio"/> Recommend Revise manuscript (major revisions)	OR	<input type="radio"/> Revise manuscript (major revisions)
Delete	<input checked="" type="radio"/> Recommend Accept manuscript	OR	<input type="radio"/> Accept manuscript

Recommendations

Here we see that this user is able to make recommendations, but not decisions.

If at any time, changes need to be made, the administrator simply selects or de-selects the appropriate radio buttons.

Editorial board or frequent reviewer

Ordinary reviewer

Statistician

Excluded from reviewing

[Update](#)

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Delete	<input checked="" type="radio"/> Recommend Revise manuscript (minor revisions)	OR	<input type="radio"/> Revise manuscript (minor revisions)
Delete	<input checked="" type="radio"/> Recommend Revise manuscript (major revisions)	OR	<input type="radio"/> Revise manuscript (major revisions)
Delete	<input checked="" type="radio"/> Recommend Accept manuscript	OR	<input type="radio"/> Accept manuscript
Delete	<input checked="" type="radio"/> Recommend Reject (after review)	OR	<input type="radio"/> Reject (after review)
Delete	<input checked="" type="radio"/> Recommend Reject (but suggest transfer to another journal)	OR	<input type="radio"/> Reject (but suggest transfer to another journal)

[Help Center](#)

Decisions

This user, does *not* have permissions to make decisions with manuscripts, only recommendations.

Note: Keep in mind that if a sub-editor is enabled to make 'Decisions' these are sent directly to authors, they are not sent via the Editor-in-Chief.

- Editorial board or frequent reviewer
- Ordinary reviewer
- Statistician
- Excluded from reviewing

[Update](#)

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	Recommendations (E-i-C to take final decision)	OR	Decisions
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Delete	<input checked="" type="radio"/> Recommend Revise manuscript (minor revisions)	OR	<input type="radio"/> Revise manuscript (minor revisions)
Delete	<input checked="" type="radio"/> Recommend Revise manuscript (major revisions)	OR	<input type="radio"/> Revise manuscript (major revisions)
Delete	<input checked="" type="radio"/> Recommend Accept manuscript	OR	<input type="radio"/> Accept manuscript
Delete	<input checked="" type="radio"/> Recommend Reject (after review)	OR	<input type="radio"/> Reject (after review)
Delete	<input checked="" type="radio"/> Recommend Reject (but suggest transfer to another journal)	OR	<input type="radio"/> Reject (but suggest transfer to another journal)

Email templates

The system generates automatic emails at different stages in the review process.

If, 'Customize email template for individual users' is turned *on* in the Configure > Office > Preferences section, email templates corresponding to the user's permissions are accessible, via the user profile for personalization.

<input type="checkbox"/> Delete	<input checked="" type="radio"/> Recommend Accept manuscript	OR	<input type="radio"/> Accept manuscript
<input type="checkbox"/> Delete	<input checked="" type="radio"/> Recommend Reject (after review)	OR	<input type="radio"/> Reject (after review)
<input type="checkbox"/> Delete	<input checked="" type="radio"/> Recommend Reject (but suggest transfer to another journal)	OR	<input type="radio"/> Reject (but suggest transfer to another journal)

Decision templates

Decision templates only appear here if the person is permitted to send decisions directly to the authors.

Title	No. of templates	Edit
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Reviewer invitation templates

The editorial staff use these templates to invite Reviewers to review submissions.

Title	No. of templates	Edit
Reviewer Invitation (first manuscript submission)	1	<input type="button" value="Edit"/>
Reviewer invitation (revised manuscript)	1	<input type="button" value="Edit"/>

Reminders and thank you templates

Are sent on behalf of this person. Reminders are sent automatically on the days outlined in the configuration settings. Reminders can also be sent manually by editorial staff as accessed from the review list. Thank you's are sent automatically - upon decision - to any Reviewers who have returned a review. The thank you email contains a copy of the decision text to the submitter and a copy any Reviewer' reports.

Automatic email alerts

Email alerts for the user can also be turned on or off by the administrator from the individual user profile.

Author manuscript invitation templates

The editorial staff use these templates to invite authors to submit manuscripts.

Title	No. of templates	Edit
Invitation to submit a manuscript	1	Edit
Invitation to submit a manuscript (reminder)	1	Edit
Cancel invitation to submit a manuscript	1	Edit

Automatic email alerts on/off

- New submission alert
- Reviewer agreed/declined
- Reviewer returned a review
- All reviews completed
- Copy of decision
- Reminders to process manuscripts

[Update](#)

Return path for email correspondence

- Editorial Office
- Sender

Update - automatic email alerts

Remember to click 'Update' if changes are made.

Invitation to submit a manuscript (reminder)	1	edit
Cancel invitation to submit a manuscript	1	edit

Automatic email alerts on/off

- New submission alert
- Reviewer agreed/declined
- Reviewer returned a review
- All reviews completed
- Copy of decision
- Reminders to process manuscripts

[Update](#)

Return path for email correspondence

- Editorial Office
- Sender

[Update](#)

Signature for email templates

Sincerely,
Arthur Amory
Associate Editor

[Help Center](#)

Return path

Correspondence can either be directed to the sub-editor or the administrator.

The screenshot displays a web interface with three main sections. The first section, titled "Automatic email alerts on/off", contains a list of six checked items: "New submission alert", "Reviewer agreed/declined", "Reviewer returned a review", "All reviews completed", "Copy of decision", and "Reminders to process manuscripts". A green "Update" button is located to the right of this list. The second section, titled "Return path for email correspondence", is highlighted with a red rectangular border. It contains two radio button options: "Editorial Office" (which is selected) and "Sender". A green "Update" button is positioned to the right of these options. The third section, titled "Signature for email templates", shows a text area containing the following signature: "Sincerely, Arthur Amory, Associate Editor, aa@hsah.org.ilx, DEMO JOURNAL". A vertical scrollbar is visible on the right side of this text area. On the far right edge of the interface, there is a vertical green button labeled "Help Center".

Automatic email alerts on/off

- New submission alert
- Reviewer agreed/declined
- Reviewer returned a review
- All reviews completed
- Copy of decision
- Reminders to process manuscripts

Update

Return path for email correspondence

- Editorial Office
- Sender

Update

Signature for email templates

Sincerely,
Arthur Amory
Associate Editor
aa@hsah.org.ilx
DEMO JOURNAL

Administrative notes

Help Center

Signature

This is the signature appended to all correspondence sent by this sub-editor.

This can be edited by the administrator on behalf of the user.

Users can also customize signatures and templates in their own profiles.

The screenshot displays a user profile settings page with several sections:

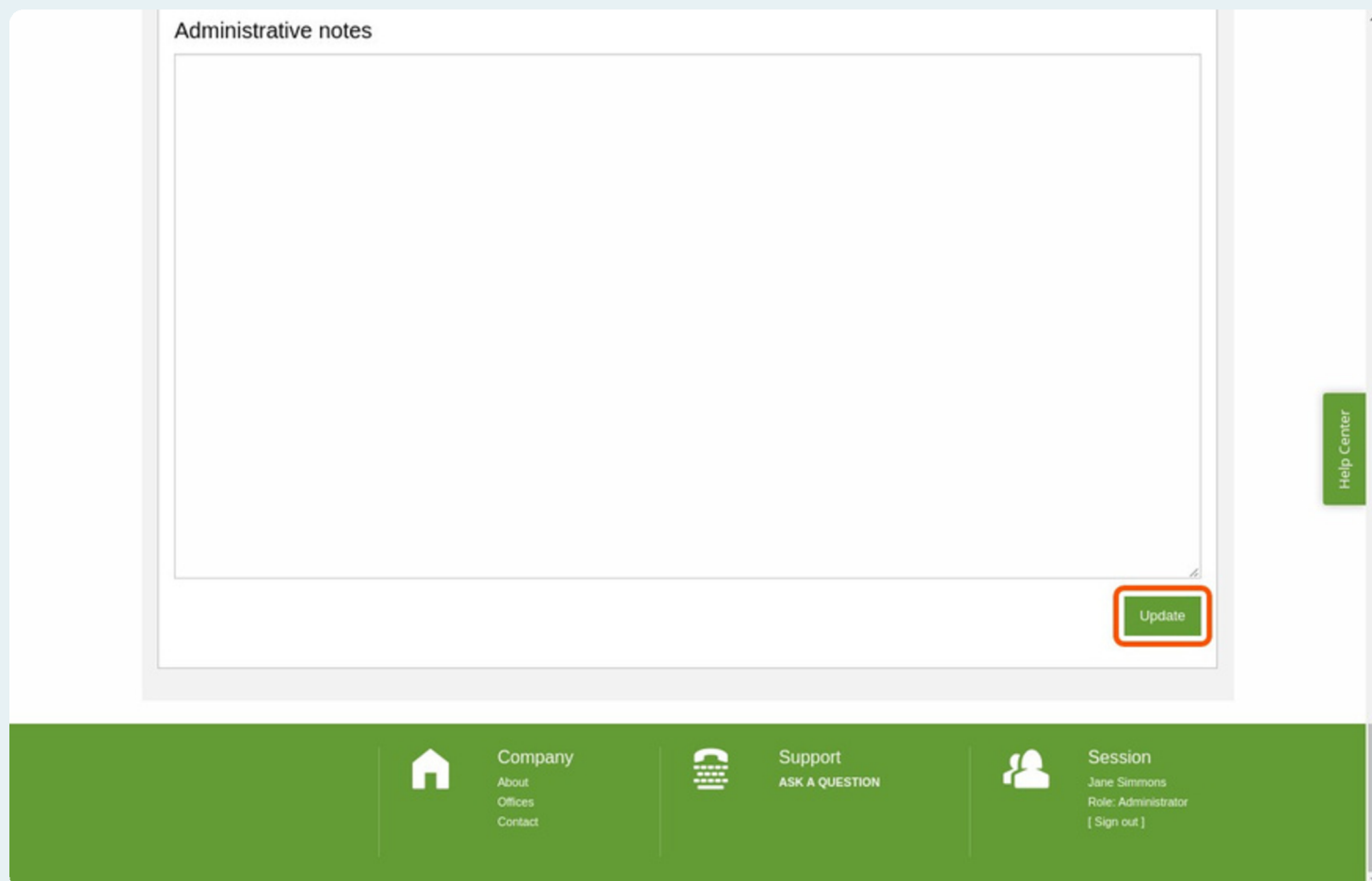
- Checklist:** Three items are checked: "All reviews completed", "Copy of decision", and "Reminders to process manuscripts". An "Update" button is located to the right.
- Return path for email correspondence:** Two radio button options are shown: "Editorial Office" and "Sender". The "Sender" option is selected. An "Update" button is located to the right.
- Signature for email templates:** This section is highlighted with an orange border. It contains a text area with the following content:
Sincerely,

Arthur Amory
Associate Editor
aa@hsah.org.ilx
DEMO JOURNAL
- Administrative notes:** A large empty text area for additional notes.

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

Update - signature

Again, if changes are made, remember to click 'Update'



The screenshot shows a web interface for updating a signature. At the top, there is a section titled "Administrative notes" with a large, empty text area. In the bottom right corner of this text area, there is a green "Update" button, which is highlighted with a red rectangular border. To the right of the text area, there is a vertical green button labeled "Help Center". At the bottom of the page, there is a green navigation bar with three main sections: "Company" (with a home icon and links for "About", "Offices", and "Contact"), "Support" (with a phone icon and the text "ASK A QUESTION"), and "Session" (with a user icon and text "Jane Simmons", "Role: Administrator", and "[Sign out]").

Easy customization

With Manuscript Manager, the administrator can tailor user permissions / decisions for individual users.

The users can also update most of their settings and templates for themselves.

Congratulations!

You have now completed the 'Adjust Permissions' guide.

Remember a complete list of configure guides can be found on the Manuscript Manager website under 'Help Center.'

Finished with the Configure Guides? Why not check out the Workflow Demo guides which highlight tasks performed by certain roles in the system?