SCHOLARONE MANUSCRIPTS™

TOP FIVE COGNOS REPORTS

This guide contains instructions for users who use Cognos Reports in ScholarOne Manuscripts. This guide is intended as an outline of the top five Standard Reports that Administrators use in the Cognos reporting system. Please visit Get Help Now for more Cognos materials.

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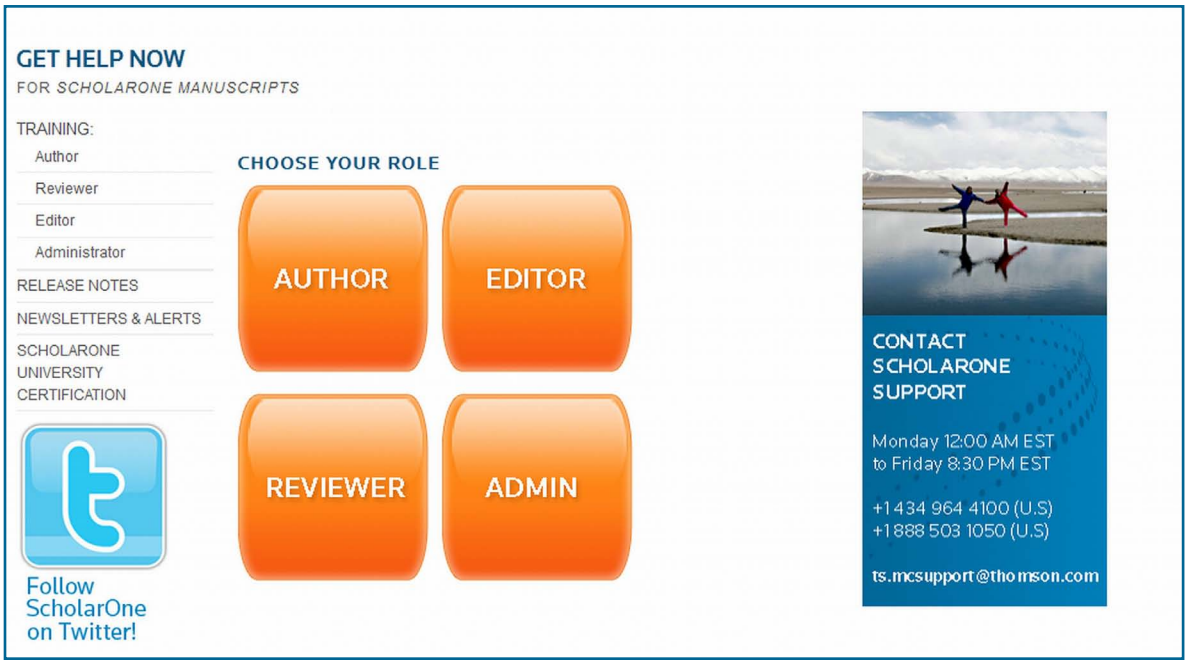
USE GET HELP NOW & FAQS

As a *ScholarOne Abstracts* Administrator, one of your greatest help tools is ScholarOne's **Frequently Asked Questions** tab on our help site, Get Help Now. Our FAQs provide immediate answers to common user questions.

In addition, Get Help Now offers downloadable guides (such as this one), video tutorials, an online user guide, and the ability to Create A Case to get assistance from our support group. We recommend that you bookmark our help site and consult often.

Use our **Get Help Now** portal to access training guides and videos, find answers to your questions, and contact support.

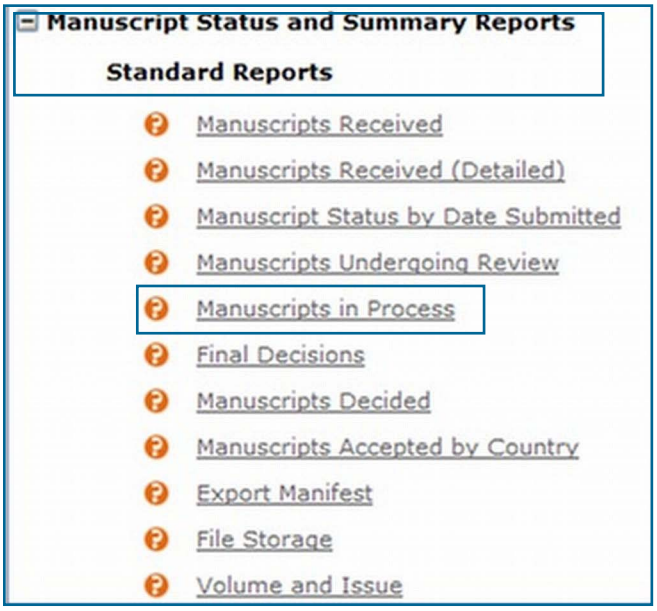


STANDARD REPORTS IN COGNOS

By default, all *ScholarOne Manuscript* sites have a list of Standard Reports available to the Administrator. This guide will show you the top five reports most frequently run by a journal office.

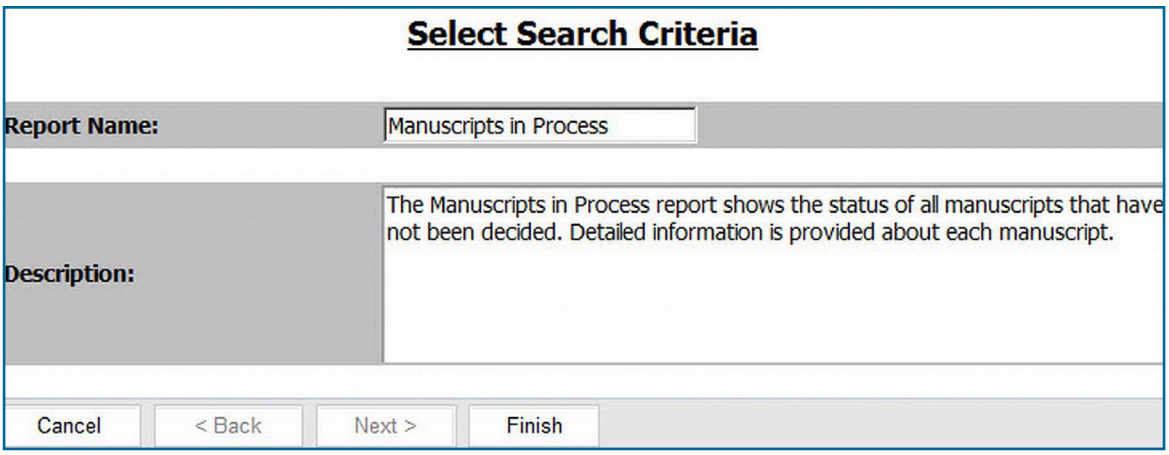
MANUSCRIPT STATUS & SUMMARY REPORTS

The **Standard Reports** available in the **Manuscript Status & Summary Reports** offer basic status and summary information on manuscripts in your site.



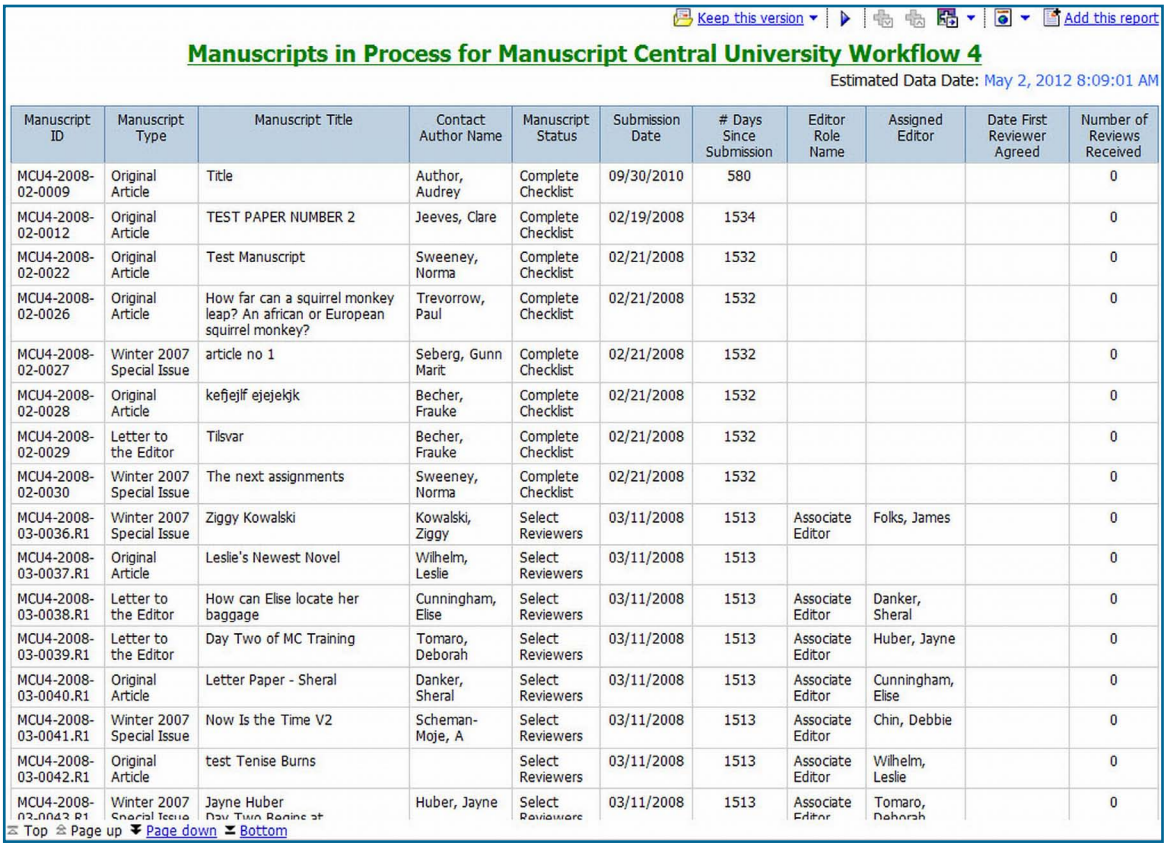
MANUSCRIPTS IN PROCESS

The Manuscripts In Process report will give you the current status of all manuscripts still awaiting a decision. No selection criteria is necessary, just click the **Finish** button to see your results.



MANUSCRIPTS IN PROCESS (continued)

This is a great report to give to your **Editor-in-Chief** at the beginning of each week, supplying an overview of in-progress and overdue manuscripts.



Keep this version | Add this report

Manuscripts in Process for Manuscript Central University Workflow 4

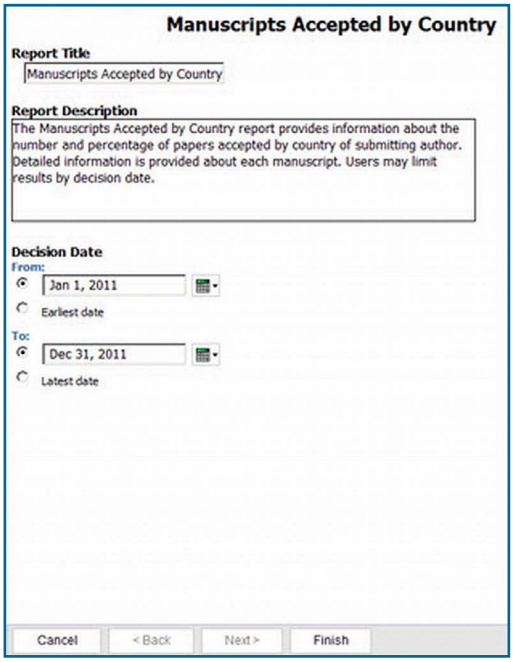
Estimated Data Date: May 2, 2012 8:09:01 AM

Manuscript ID	Manuscript Type	Manuscript Title	Contact Author Name	Manuscript Status	Submission Date	# Days Since Submission	Editor Role Name	Assigned Editor	Date First Reviewer Agreed	Number of Reviews Received
MCU4-2008-02-0009	Original Article	Title	Author, Audrey	Complete Checklist	09/30/2010	580				0
MCU4-2008-02-0012	Original Article	TEST PAPER NUMBER 2	Jeeves, Clare	Complete Checklist	02/19/2008	1534				0
MCU4-2008-02-0022	Original Article	Test Manuscript	Sweeney, Norma	Complete Checklist	02/21/2008	1532				0
MCU4-2008-02-0026	Original Article	How far can a squirrel monkey leap? An african or European squirrel monkey?	Trevorrow, Paul	Complete Checklist	02/21/2008	1532				0
MCU4-2008-02-0027	Winter 2007 Special Issue	article no 1	Seberg, Gunn Marit	Complete Checklist	02/21/2008	1532				0
MCU4-2008-02-0028	Original Article	kefjejlf ejejekjk	Becher, Frauke	Complete Checklist	02/21/2008	1532				0
MCU4-2008-02-0029	Letter to the Editor	Tilsvar	Becher, Frauke	Complete Checklist	02/21/2008	1532				0
MCU4-2008-02-0030	Winter 2007 Special Issue	The next assignments	Sweeney, Norma	Complete Checklist	02/21/2008	1532				0
MCU4-2008-03-0036.R1	Winter 2007 Special Issue	Ziggy Kowalski	Kowalski, Ziggy	Select Reviewers	03/11/2008	1513	Associate Editor	Folks, James		0
MCU4-2008-03-0037.R1	Original Article	Leslie's Newest Novel	Wilhelm, Leslie	Select Reviewers	03/11/2008	1513				0
MCU4-2008-03-0038.R1	Letter to the Editor	How can Elise locate her baggage	Cunningham, Elise	Select Reviewers	03/11/2008	1513	Associate Editor	Danker, Sheral		0
MCU4-2008-03-0039.R1	Letter to the Editor	Day Two of MC Training	Tomaro, Deborah	Select Reviewers	03/11/2008	1513	Associate Editor	Huber, Jayne		0
MCU4-2008-03-0040.R1	Original Article	Letter Paper - Sheral	Danker, Sheral	Select Reviewers	03/11/2008	1513	Associate Editor	Cunningham, Elise		0
MCU4-2008-03-0041.R1	Winter 2007 Special Issue	Now Is the Time V2	Scheman-Moje, A	Select Reviewers	03/11/2008	1513	Associate Editor	Chin, Debbie		0
MCU4-2008-03-0042.R1	Original Article	test Tenise Burns		Select Reviewers	03/11/2008	1513	Associate Editor	Wilhelm, Leslie		0
MCU4-2008-03-0043.R1	Winter 2007 Special Issue	Jayne Huber Day Two Begins at	Huber, Jayne	Select Reviewers	03/11/2008	1513	Associate Editor	Tomaro, Deborah		0

Top | Page up | Page down | Bottom

MANUSCRIPTS ACCEPTED BY COUNTRY

The Manuscripts Accepted by Country report will give you an Accept/Reject ratio by Country for a specific date range.



MANUSCRIPTS ACCEPTED BY COUNTRY (continued)

Selecting the name of any country in your results will display a chart with more information pertaining to that country.

Manuscripts Accepted by Country for Manus
University Workflow 1

Estimated Data Da

nformation based on all manuscripts wth a decision date of Between Jan 1, 20

Country	Accept	Reject	Total	Accept Ratio
	1	0	1	100.00%
Bermuda	1	0	1	100.00%
Bhutan	2	0	2	100.00%
Costa Rica	28	1	29	96.55%
Ghana	1	0	1	100.00%
Norway	3	0	3	100.00%
Poland	1	0	1	100.00%
South Georgia and the South Sandwich Islands	1	0	1	100.00%
Switzerland	1	0	1	100.00%
United Kingdom	4	0	4	100.00%
United States	17	4	21	80.95%
Virgin Islands, U.S.	1	0	1	100.00%
	1	0	1	100.00%
Total	**62**	**5**	**67**	**92.54%**

Norway

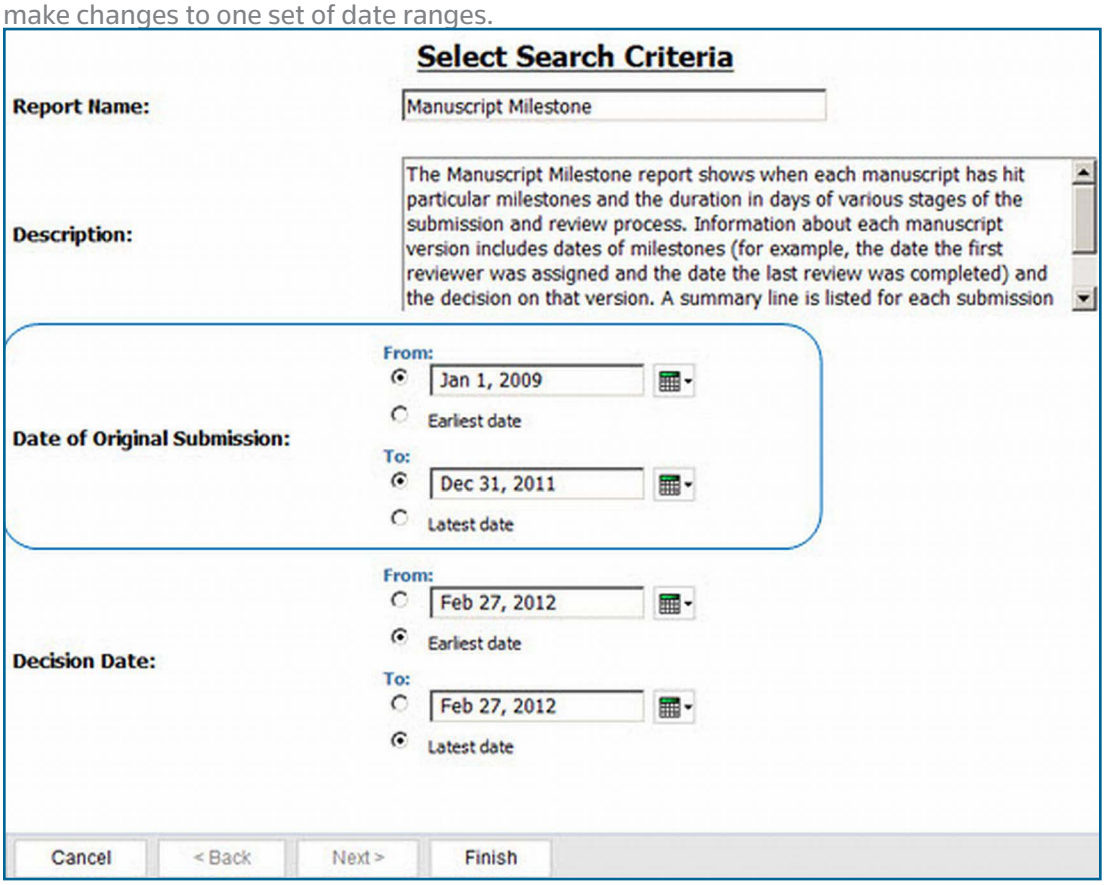
Manuscript ID	Submission Date	Manuscript Type	Manuscript Title	Author Names	Decision	Decision Date	Editor Full Name
MCU1-2009-05-0061.R1	May 12, 2009	Letter to the Editor	Making Decisions and Editor Admin Administrative Tasks	Thier, Liv; Haugen, Trine	Accept	May 12, 2009	Editor, Eddie
MCU1-2009-05-0053.R1	May 11, 2009	Letter to the Editor	Evidence based medicine - once again	Hem, Erlend	Accept	May 12, 2009	Editor, Eddie
MCU1-2009-05-0057.R1	May 11, 2009	Original Article	Treatment of inflammatory bowel disease	Lunde, Siri; Baker, Gwen	Accept	May 12, 2009	Editor, Eddie

PEER REVIEW DETAILS REPORTS

Peer Review Details reports are time-span reports that pull helpful detailed information about each manuscript's life in the system. Often, these reports will have multiple charts or links to offer a variety of detail.

MANUSCRIPT MILESTONE

The **Manuscript Milestone** report shows when each manuscript has hit a particular milestone and the duration in days of various stages of the submission and review process. To run this report, choose one of the date range options, **Date of Original Submission** or **Decision Date**. Only make changes to one set of date ranges.



MANUSCRIPT MILESTONE (continued)

The first section of the report results will give you statistics by **Manuscript Type**, and you can select a specific type to view full details. **Page down** for more information.

Information based on all manuscripts.

Days to First Decision (All Manuscripts): 93.38

Days to First Decision (Mss. with Final Decisions Only): 123.83

Statistics by Manuscript Type (Final Decisions Only):

						Days to Final Decision			
Manuscript Type	Count	Accept	Acc. Ratio	Reject	Rej. Ratio	Average	Median	Minimum	Maximum
Invited Review	1	1	100.00	0	0.00	0.00	0.00	0.00	0.00
Letter to the Editor	7	3	42.86	4	57.14	493.71	20.00	0.00	1468.00
Original Article	21	12	57.14	9	42.86	29.76	0.00	0.00	600.00
Winter 2007 Special Issue	6	2	33.33	4	66.67	208.33	1.00	0.00	657.00
Total/Average	**35**	**18**	**51.43**	**17**	**48.57**	**152.31**	**0.00**	**0.00**	**1468.00**

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Page Down will bring you to the next page, offering statistics by **Associate Editor.** This section is valuable if you are using Associate Editor on your site.

Notice that you can select the name of a specific Associate Editor for more detailed information about that individual. Choose **Page Down** again for more information.

Manuscript Milestone for Manuscript Cent

Information based on all manuscripts

Statistics by Editor: (Final Decisions Only)

Assigned Editor	Count	Accept	Acc. Ratio	Reject	Rej. Ratio	Average	Median	Minimum	Maximum
Associate, Ann	6	4	66.67	2	33.33	0.17	0.00	0.00	1.00
Baker, Gwen	2	1	50.00	1	50.00	310.00	310.00	20.00	600.00
Becher, Frauke	4	2	50.00	2	50.00	0.50	0.00	0.00	2.00
Bekvalac, Stevan	1	0	0.00	1	100.00	591.00	591.00	591.00	591.00
Bojic, Branimir	1	1	100.00	0	0.00	1468.00	1468.00	1468.00	1468.00
Caesar, Julius	1	1	100.00	0	0.00	2.00	2.00	2.00	2.00
Jeeves, Clare	5	1	20.00	4	80.00	4.00	0.00	0.00	19.00
Laffman, Elise	1	0	0.00	1	100.00	979.00	979.00	979.00	979.00
Lindenfelser, Lauren	1	1	100.00	0	0.00	975.00	975.00	975.00	975.00
Ringnes, Anne	2	1	50.00	1	50.00	0.00	0.00	0.00	0.00
Seberg, Gunn Marit	1	0	0.00	1	100.00	657.00	657.00	657.00	657.00
Sweeney, Norma	4	2	50.00	2	50.00	4.00	1.00	0.00	14.00
Trevorrow, Paul	4	2	50.00	2	50.00	0.00	0.00	0.00	0.00
	2	2	100.00	0	0.00	0.00	0.00	0.00	0.00
Totals	**35**	**18**	**51.43**	**17**	**48.57**	**152.31**	**0.00**	**0.00**	**1468.00**

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MANUSCRIPT MILESTONE (continued)

The last section will give you a breakdown of each manuscript, including information on each revision. This section is frequently asked for by many Editors–in-Chief.

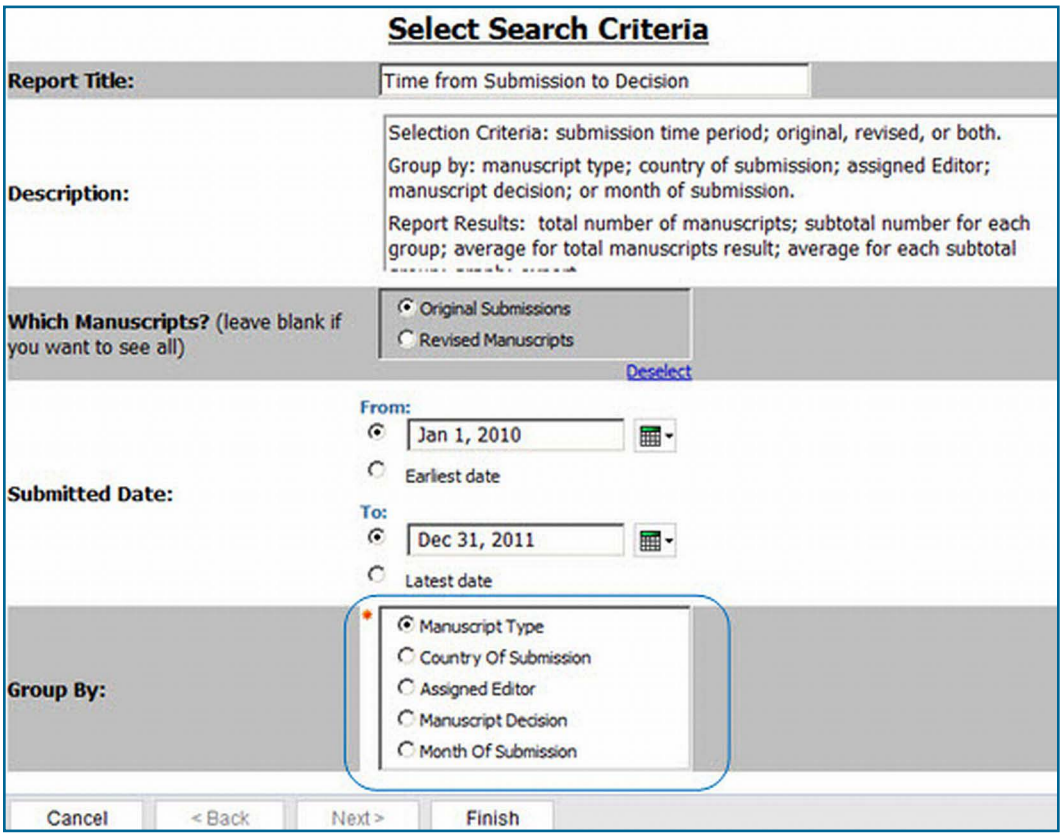
Manuscript Milestone for Manuscript Central University Workflow 4

Information based on all manuscripts

VER	Manuscript Id	RESUB	Manuscript Type	Submit Date (Original)	Date to Editor (Earliest)	Days to Edit	Date First Reviewer Assigned (Earliest)	Date Last Review Completed (Last)	Days in Review	Editor Recommendation Date	Days to Recommend (First)	Decision Date (First)	Days to Decide (First)	Decision Name (First)	Final Decision Date	Days to Final Dec	Final Dec	EDITOR
0	MCU4-2008-02-0001		Original Article	Feb 19, 2008	Feb 19, 2008	0.0	Feb 19, 2008	Feb 19, 2008	0.0	Feb 19, 2008	0.0	Feb 19, 2008	0.0	Reject & Resubmit	Feb 19, 2008	0.0	Rejected	Associate, Ann
MCU4-2008-02-0001			**Original Article**	**Feb 19, 2008**	**Feb 19, 2008**	**0.0**	**Feb 19, 2008**	**Feb 19, 2008**	**N/A**	**Feb 19, 2008**	**0.0**	**Feb 19, 2008**	**0.0**	**Reject & Resubmit**	**Feb 19, 2008**	**0.0**	**Rejected**	**Associate, Ann**
0	MCU4-2008-02-0002		Original Article	Feb 19, 2008	Feb 19, 2008	0.0	Feb 19, 2008	Feb 19, 2008	0.0	Feb 19, 2008	0.0	Feb 19, 2008	0.0	Reject & Resubmit	Feb 19, 2008	0.0	Rejected	Jeeves, Clare
MCU4-2008-02-0002			**Original Article**	**Feb 19, 2008**	**Feb 19, 2008**	**0.0**	**Feb 19, 2008**	**Feb 19, 2008**	**N/A**	**Feb 19, 2008**	**0.0**	**Feb 19, 2008**	**0.0**	**Reject & Resubmit**	**Feb 19, 2008**	**0.0**	**Rejected**	**Jeeves, Clare**
0	MCU4-2008-02-0003		Original Article	Feb 19, 2008	Feb 19, 2008	0.0	Feb 19, 2008	Feb 19, 2008	0.0	Feb 19, 2008	0.0	Feb 19, 2008	0.0	Reject & Resubmit	Feb 19, 2008	0.0	Rejected	Becher, Frauke
MCU4-2008-02-0003			**Original Article**	**Feb 19, 2008**	**Feb 19, 2008**	**0.0**	**Feb 19, 2008**	**Feb 19, 2008**	**N/A**	**Feb 19, 2008**	**0.0**	**Feb 19, 2008**	**0.0**	**Reject & Resubmit**	**Feb 19, 2008**	**0.0**	**Rejected**	**Becher, Frauke**
0	MCU4-2008-02-0004		Original Article	Feb 19, 2008	Feb 19, 2008	0.0	Feb 19, 2008	Feb 19, 2008	0.0	Feb 19, 2008	0.0	Feb 19, 2008	0.0	Reject & Resubmit	Feb 19, 2008	0.0	Rejected	Sweeney, Norma
MCU4-2008-02-0004			**Original Article**	**Feb 19, 2008**	**Feb 19, 2008**	**0.0**	**Feb 19, 2008**	**Feb 19, 2008**	**N/A**	**Feb 19, 2008**	**0.0**	**Feb 19, 2008**	**0.0**	**Reject & Resubmit**	**Feb 19,**	**0.0**	**Rejected**	**Sweeney, Norma**

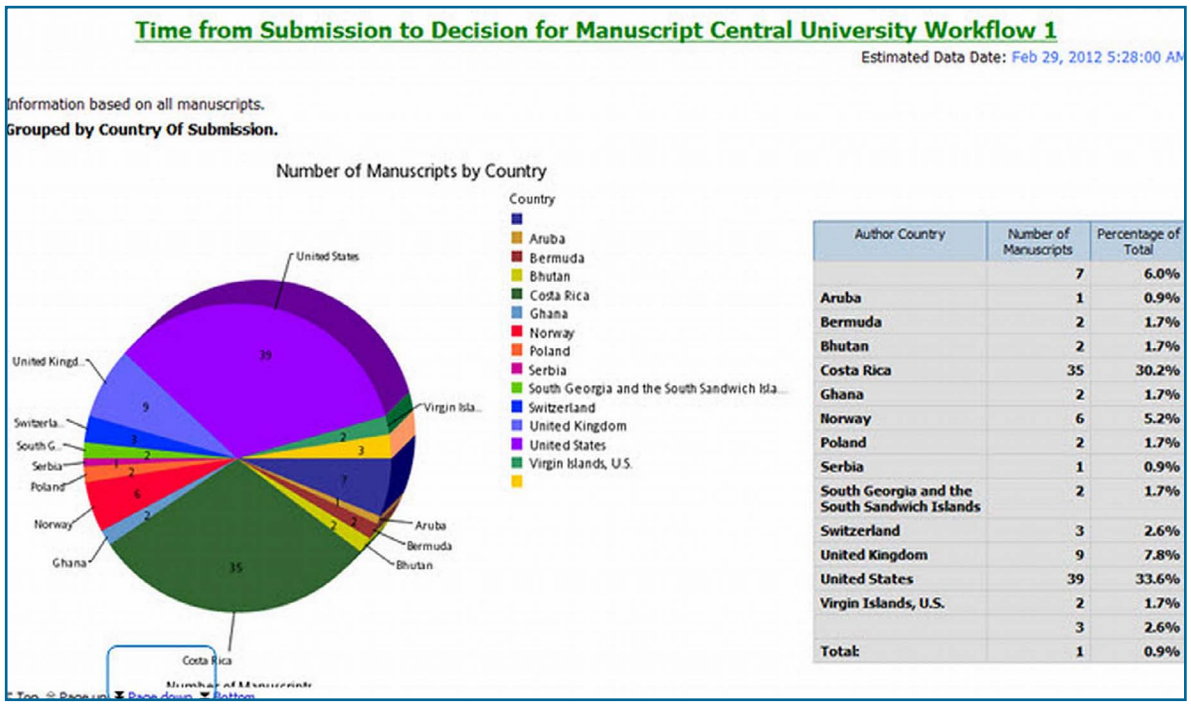
TIME FROM SUBMISSION TO DECISION

The Time From Submission to Decision offers great flexibility—it can be run in five different ways, by **Manuscript Type, Country of Submission, Assigned Editor, Manuscript Decision,** and **Month of Submission**.



TIME FROM SUBMISSION TO DECISION (continued)

Here you see an example of the report run on **Country of Submission**. Use the **Page Down** link to see more charts and information.



Time from Submission to Decision for Manuscript Central University Workflow 1

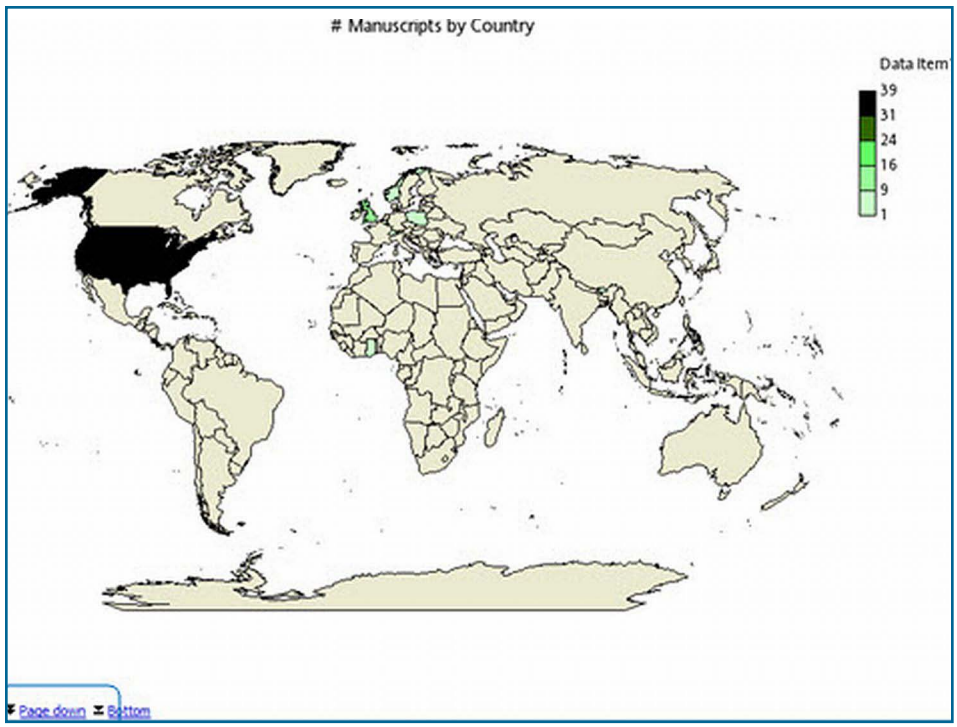
Estimated Data Date: Feb 29, 2012 5:28:00 AM

Information based on all manuscripts.

Grouped by Country Of Submission.

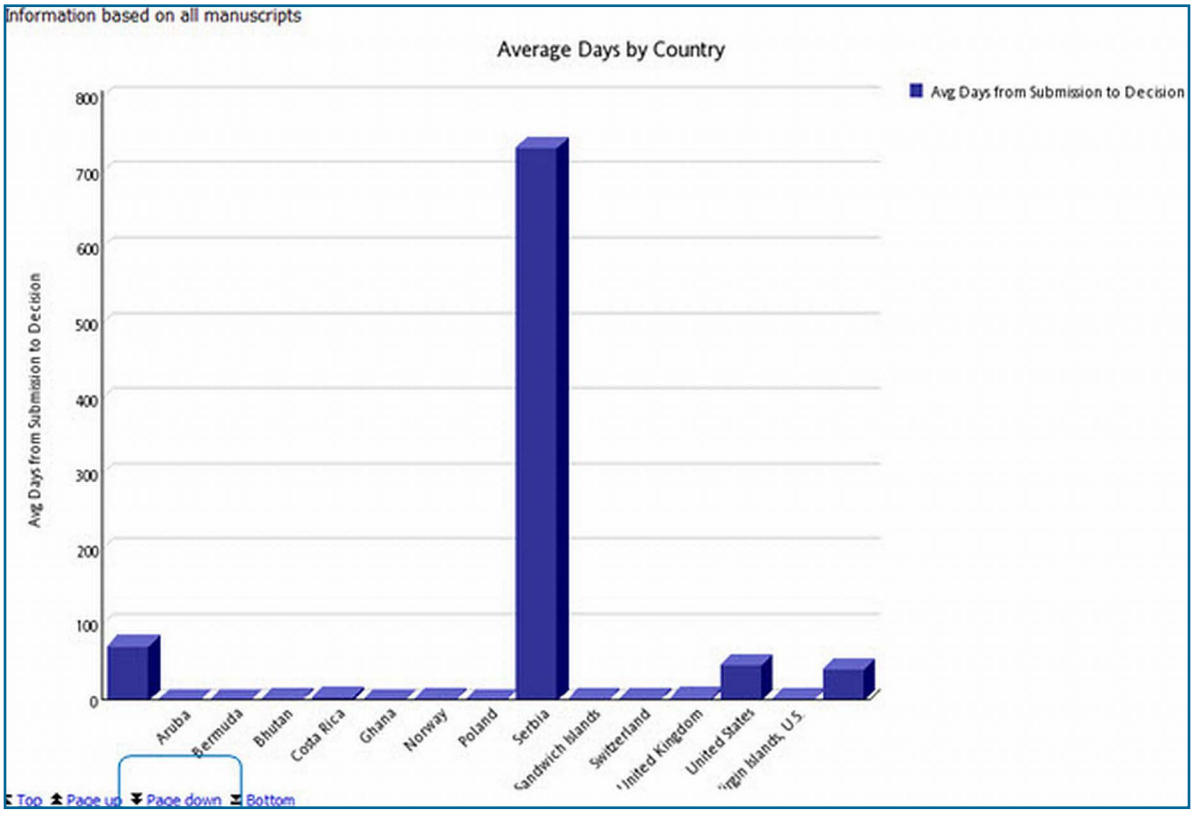
Number of Manuscripts by Country

Author Country	Number of Manuscripts	Percentage of Total
	7	6.0%
Aruba	1	0.9%
Bermuda	2	1.7%
Bhutan	2	1.7%
Costa Rica	35	30.2%
Ghana	2	1.7%
Norway	6	5.2%
Poland	2	1.7%
Serbia	1	0.9%
South Georgia and the South Sandwich Islands	2	1.7%
Switzerland	3	2.6%
United Kingdom	9	7.8%
United States	39	33.6%
Virgin Islands, U.S.	2	1.7%
	3	2.6%
Total:	1	0.9%

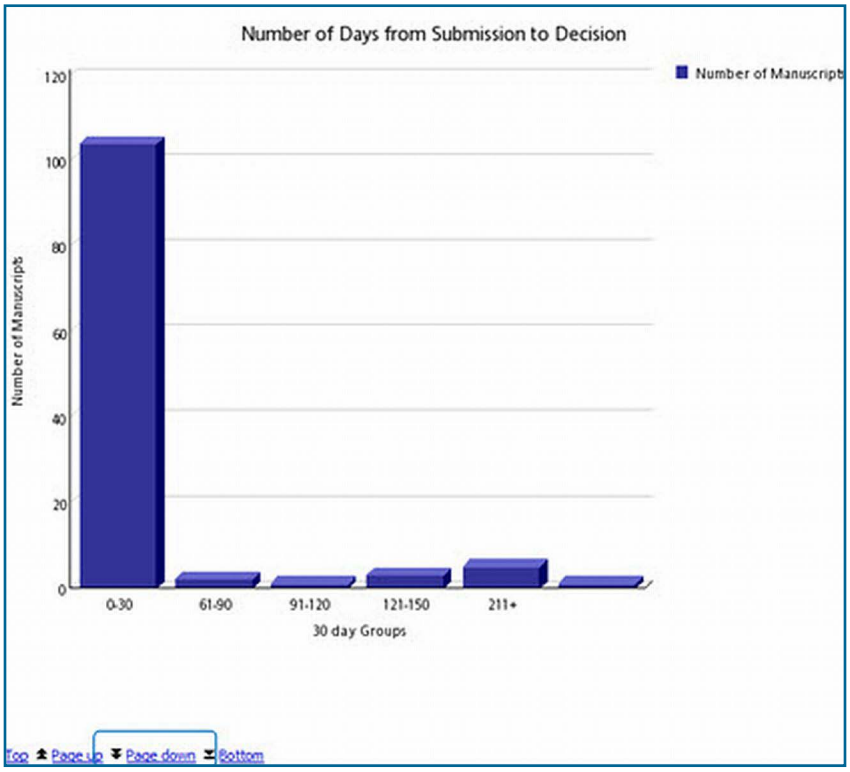


TIME FROM SUBMISSION TO DECISION (continued)

Below is an example of the report run on **Average Days by Country.**



And on **Number of Days from Submission to Decision**.



TIME FROM SUBMISSION TO DECISION (continued)

The last section is broken out by each country with information on each individual manuscript. You can click on a specific manuscript to see even more information.

Time from Submission to Decision for Manuscript Central University Workflow 4

Information based on all manuscripts

Invited Review

Number of Manuscripts: **3** **4.5%** of all Manuscripts Average Days: **16.67**

Manuscript ID	Author	Submission Date	Decision Date	No Days	Decision	Author Country	Author Institution	Assigned EIC	Assigned Editor
MCU4-2008-03-0046	Z, Author	Mar 23, 2008	Apr 15, 2008	23	Major Revision	United States	Rutgers		
MCU4-2011-01-0001	Author, Alice	Jan 12, 2011	Feb 08, 2011	27	Minor Revision	United States	ScholarOne Manuscripts Unversity		
MCU4-2011-02-0002	Author, Audrey	Feb 09, 2011	Feb 09, 2011	0	Accept	United States			Associate, Ann;

Letter to the Editor

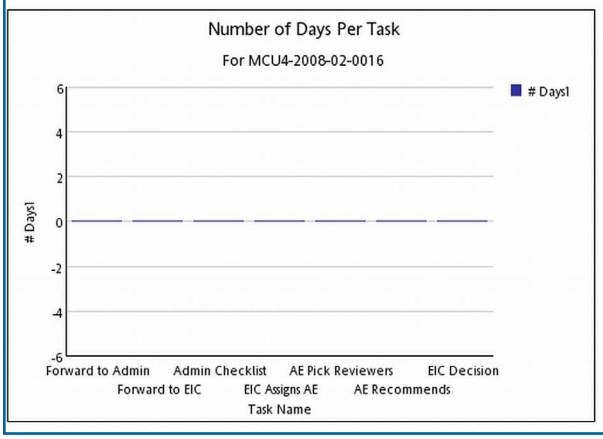
Number of Manuscripts: **16** **23.9%** of all Manuscripts Average Days: **306.25**

Manuscript ID	Author	Submission Date	Decision Date	No Days	Decision	Author Country	Author Institution	Assigned EIC	Assigned Editor
MCU4-2008-02-0016	Becher, Frauke	Feb 20, 2008	Feb 20, 2008	0	Accept	Norway			Associate, Ann;
MCU4-2008-02-0019	Jeeves, Clare	Feb 20, 2008	Mar 05, 2008	14	Reject & Resubmit	United Kingdom	BSAC		Sweeney, Norma;
MCU4-2008-02-0025	Wallis, Penny	Feb 21, 2008	Feb 21, 2008	0	Reject & Resubmit	United Kingdom	University of London		Jeeves, Clare;

Task details for MCU4-2008-02-0016

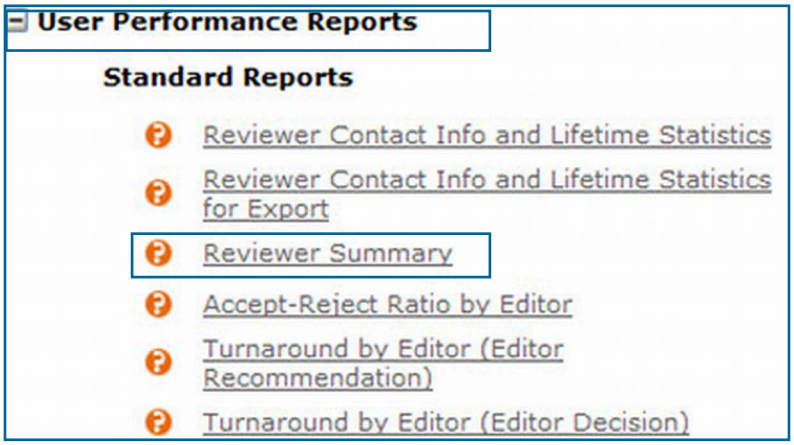
Manuscript ID: MCU4-2008-02-0016
Manuscript Type: Letter to the Editor
Title: What is the editor doing now?!
Date Submitted: Feb 20, 2008
Editor name: Associate, Ann

Task Name	Task Status	Task Date Started	Task Date Completed	# Days
Forward to Admin	Completed	02/20/2008	02/20/2008	0
Forward to EIC	Completed	02/20/2008	02/20/2008	0
Admin Checklist	Completed	02/20/2008	02/20/2008	0
EIC Decision	Abandoned	02/20/2008		
EIC Assigns AE	Completed	02/20/2008	02/20/2008	0
EIC Decision	Abandoned	02/20/2008		
AE Pick Reviewers	Completed	02/20/2008	02/20/2008	0
AE Recommends	Completed	02/20/2008	02/20/2008	0
EIC Decision	Completed	02/20/2008	02/20/2008	0



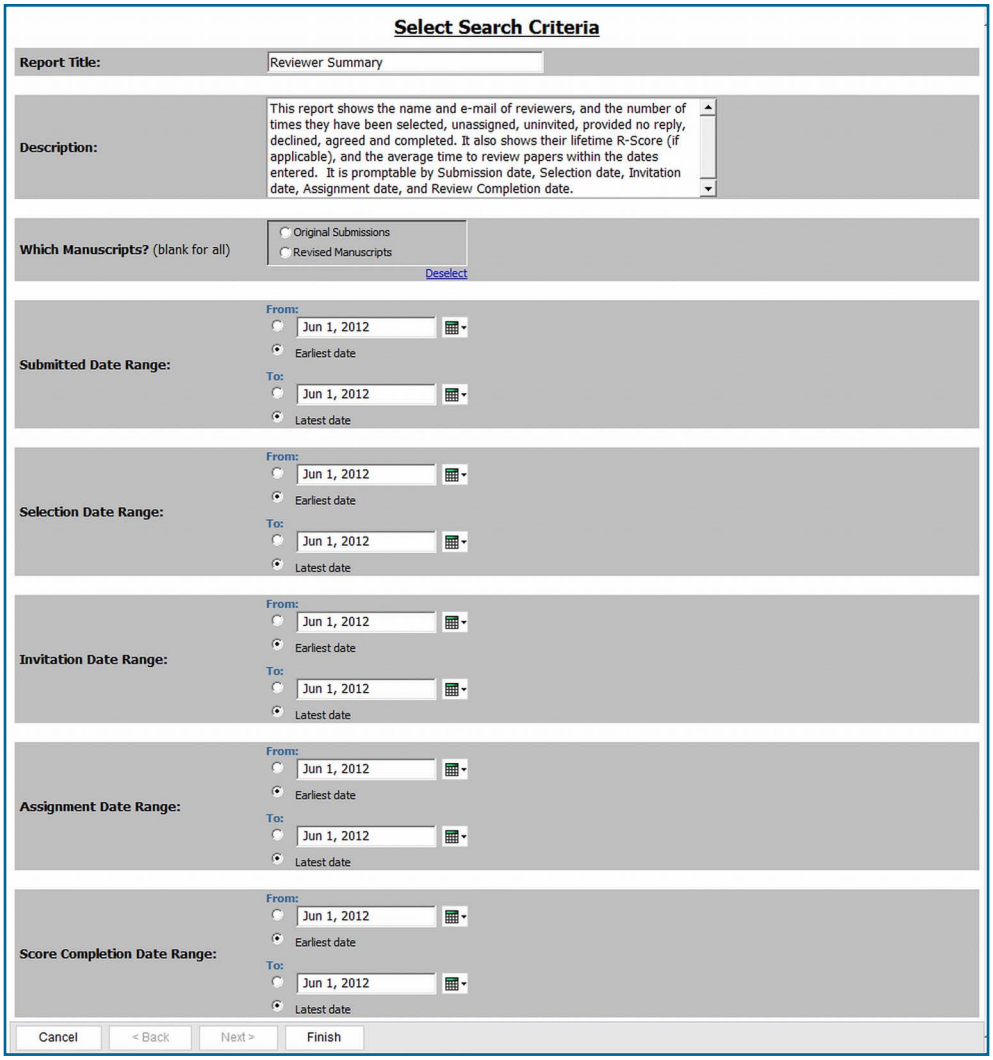
USER PERFORMANCE REPORTS

User Performance Reports contain vital information used by many Editors-in-Chief to make sure that their Associate Editors and Reviewers are returning comments in a timely fashion.



REVIEWER SUMMARY

The **Reviewer Summary Report** is the most common report run from this section. Run this report based on the **Score Completed** date range for the best results.



REVIEWER SUMMARY (continued)

You can click on specific Reviewer names to see a list of submissions reviewed.

Reviewer Summary for Manuscript Central University Workflow 1

Estimated Data Date: Feb 29, 2012 5:28:00 AM

Selected Report Parameters:

Which Manuscripts: Original Submissions
Submitted Date Range: all
Selection Date Range: all
Invitation Date Range: all
Assignment Date Range: all
Score Completion Date Range: all

Name	E-mail Address	Selected	Invited	Unassigned	Uninvited	No Reply	Declined	Agreed	Completed	Average R-Score	Avg. Time
Author , Alice	alice.author@yahoo.com	1	1	0	0	0	1	0	0		
Author , Amanda	Amanda.author@test.demo	3	2	0	0	0	0	2	1	3.00	0.00
Author , Amy	amy.a@test.demo	2	1	0	0	0	0	1	1		0.00
Author , Beth	beth.author@test.demo	1	0	0	0	0	0	0	0		
Author , Carlene	carlene@author.test.demo	1	0	0	0	0	0	0	0		
Author , Terrell	terrell.author@test.demo.com	1	1	0	0	0	1	0	0		
Bakken , Lars	lb@epost.dk	1	0	0	0	0	0	0	0		
Bakken , Tor	tor.bakken@epost.dk	1	1	0	0	0	0	1	1	3.00	0.00
Booth , John Wilks	john@booth.com	1	1	0	0	0	0	1	1		0.00
Doe , Jane	jane@yahoo.com	1	1	0	0	0	0	1	1	3.00	0.00
Ericson , Selma	sericson@test.acs	1	1	0	0	0	1	0	0		
Gainsbury , Sally	sally@test.com	1	1	0	0	0	0	1	1		42.00
Horowitz , Katie	fakeemail@fakeemail.com	2	2	0	0	0	0	2	1		0.00
Kristiansen , Jenny	jenny@test.acs	1	1	0	0	0	0	1	0		
Lane , Susan	susan.lane@test.demo	1	1	0	0	0	1	0	0	3.00	
Langford , Jess	jess@vy.co.uk	1	0	0	0	0	0	0	0		
Langford , Zoe	zoe@vy.co.uk	1	1	0	0	0	0	1	0		
Mansfield , Holi	hmansfield@who.org	1	1	0	0	0	0	1	1		0.00
Milan , Caesar	milan@umn.edu	1	1	0	1	0	0	1	0		
Nado , Rori	rnado@ior.com	1	1	0	0	0	0	1	1	3.00	0.00

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Reviewer Summary

Gainsbury , Sally

Document Number	Date Selected	Date Invited	Response / Status	Response Date	Date Assigned	Date Completed	Review Time
MCU1-2009-04-0046	7/9/2009	7/9/2009	Agreed	7/9/2009	7/9/2009	8/20/2009	42.00

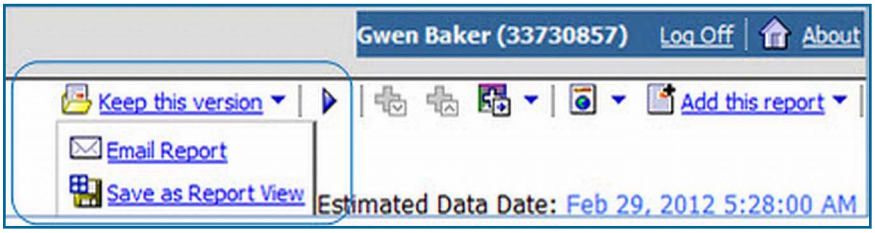
The summary will include the date range from the Date Selected to the Date Completed.

SCHEDULING A STANDARD REPORT

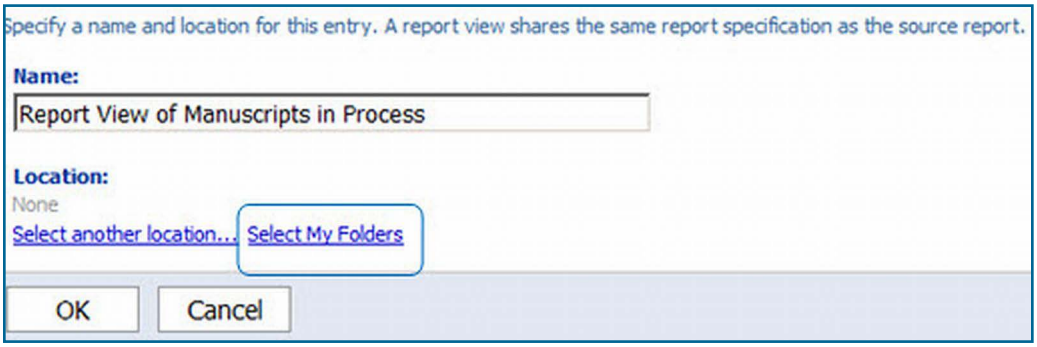
Scheduling a Standard Report is easy. The **Manuscripts in Process** report is a common report that Administrators schedule to have delivered via email to themselves and their EIC on a weekly basis.

To schedule a Standard Report, we recommend running the report from the EIC's account, if they have access to the Standard Reports, to see the reports from the EIC's perspective. Cognos will pull data based on who is viewing the report. If you do not have access to your EIC's account, run the report from the **Admin Dashboard**.

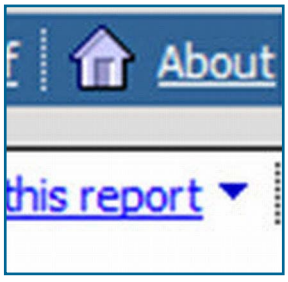
When you have your report results, at the top right of the report, select the **Keep this Version** link and select **Save as Report View**.



Make any changes to the **Name** of the report, under **Location**, click on **Select My Folders**, and then click **OK** at the bottom of the screen.



Use the **House** icon in the upper right corner of the screen to navigate to the **Public Folders** and **My Folders** screen.

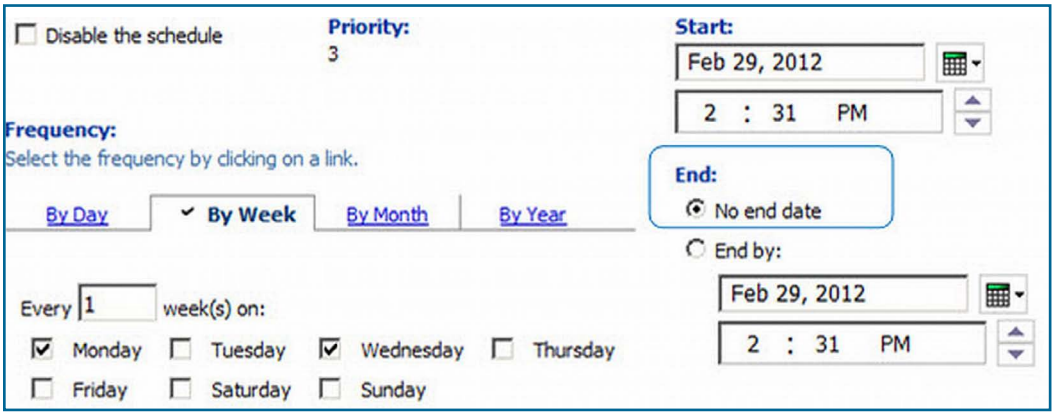


Select the **My Folders** tab to see the view of the report you just copied over. Please note that it may take a few seconds for the screen to refresh to the My Folders tab.

SCHEDULING A STANDARD REPORT (continued)

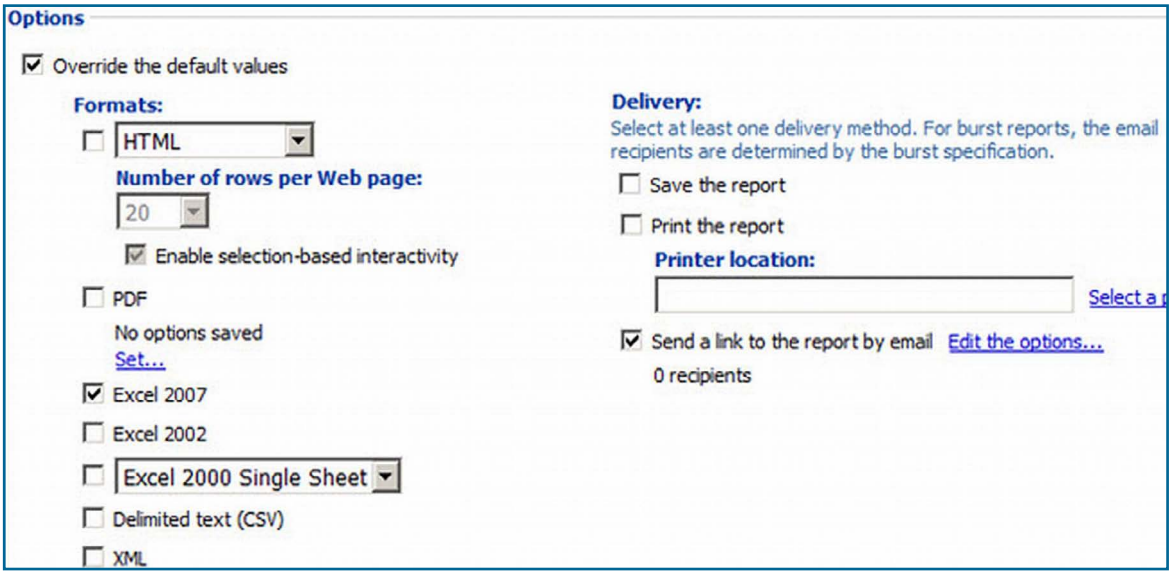
Locate the copy of the report and find the **Actions** section to the right of the report. You will see an icon that looks like a calendar. This is your scheduling tool. Click on the calendar icon to set up your schedule.

The first part of setting up your schedule is to decide the **Frequency** of when you want the report. If you are running this more than a few times, be sure that the **End** date section is set at **No end date**.



Under **Options**, check the box next to **Override the default values** to change the **Formats** and **Delivery Options**.

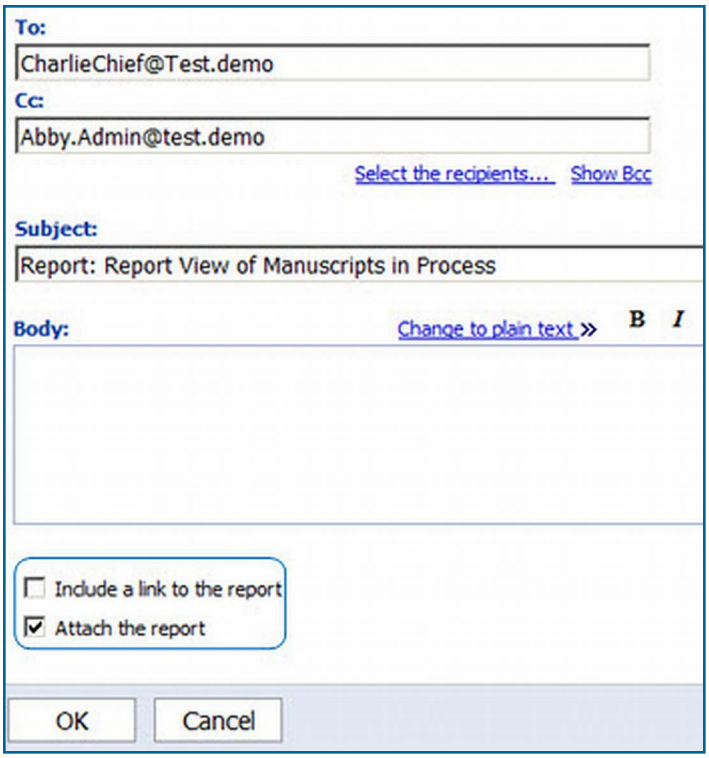
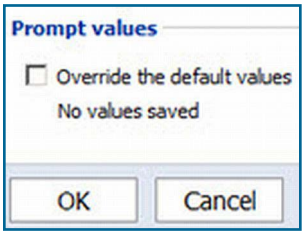
Uncheck the **HTML** format and change to the **Excel** format of your choice. Uncheck the **Save the report** option in the delivery section and choose **Send a link** to the report by Email. Lastly, click on **Edit the options...** link to set your email preferences.



SCHEDULING A STANDARD REPORT (continued)

When creating your email template, you have two options for sending the report to the Admin: 1) Include a link to the report and 2) **Attach the report**. Please keep in mind that if your site has blinding, you will not want to attach the report to the email (unless you were able to proxy in as the EIC to run the report).

If you have blinding on your site, we recommend selecting the **Include a link** to the report option. If this option is selected, the EIC must be logged into the site prior to clicking the link from the email. Click **OK** at the bottom of the screen to save your email template.



Your screen will refresh after creating the email template, and you will need to click **OK** at the bottom on the scheduling screen to complete the process of setting up the report for delivery.