

# 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.

**GET HELP NOW**  
FOR SCHOLARONE MANUSCRIPTS

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# 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.

**Reports**

- + Manuscript Status and Summary Reports**
- + Peer Review Details Reports**
- + User Account Reports**
- + User Performance Reports**
- + Invited Papers Reports**
- [Publication Folders, My Folders, Custom Reports, and Role Reports](#)
- [At-A-Glance Statistics](#)
- [Legacy Reports](#)

# 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.

**Manuscript Status and Summary Reports**

**Standard Reports**

- [? Manuscripts Received](#)
- [? Manuscripts Received \(Detailed\)](#)
- [? Manuscript Status by Date Submitted](#)
- [? Manuscripts Undergoing Review](#)
- [? Manuscripts in Process](#)
- [? Final Decisions](#)
- [? Manuscripts Decided](#)
- [? Manuscripts Accepted by Country](#)
- [? Export Manifest](#)
- [? File Storage](#)
- [? Volume and Issue](#)

## 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.

**Select Search Criteria**

**Report Name:**

**Description:** The Manuscripts in Process report shows the status of all manuscripts that have not been decided. Detailed information is provided about each manuscript.

## 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      | Tilsvaer  | 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 Review at   | Huber, Jayne        | Select Reviewers   | 03/11/2008      | 1513                    | Associate Editor | Tomaro, Deborah   |                            | 0                          |

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## MANUSCRIPTS ACCEPTED BY COUNTRY

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

**Manuscript Status and Summary Reports**

**Standard Reports**

- [? Manuscripts Received](#)
- [? Manuscripts Received \(Detailed\)](#)
- [? Manuscript Status by Date Submitted](#)
- [? Manuscripts Undergoing Review](#)
- [? Manuscripts in Process](#)
- [? Final Decisions](#)
- [? Manuscripts Decided](#)
- [? Manuscripts Accepted by Country](#)
- [? Export Manifest](#)
- [? File Storage](#)
- [? Volume and Issue](#)

**Manuscripts Accepted by Country**

**Report Title**  
Manuscripts Accepted by Country

**Report Description**  
The Manuscripts Accepted by Country report provides information about the number and percentage of papers accepted by country of submitting author. Detailed information is provided about each manuscript. Users may limit results by decision date.

**Decision Date**  
From:    
 Earliest date  
 To:    
 Latest date

## 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 Manuscript University Workflow 1

Estimated Data Date: 5/12/2009

Information based on all manuscripts with a decision date of Between Jan 1, 2009 and May 12, 2009

| Country  | Accept    | Reject   | Total     | Accept Ratio  |
|--|-----------|----------|-----------|---------------|
|  | 1         | 0        | 1         | 100.00%       |
| <a href="#">Bermuda</a>                                      | 1         | 0        | 1         | 100.00%       |
| <a href="#">Bhutan</a>                                       | 2         | 0        | 2         | 100.00%       |
| <a href="#">Costa Rica</a>                                   | 28        | 1        | 29        | 96.55%        |
| <a href="#">Ghana</a>  | 1         | 0        | 1         | 100.00%       |
| <a href="#">Norway</a>                                       | 3         | 0        | 3         | 100.00%       |
| <a href="#">Poland</a>                                       | 1         | 0        | 1         | 100.00%       |
| <a href="#">South Georgia and the South Sandwich Islands</a> | 1         | 0        | 1         | 100.00%       |
| <a href="#">Switzerland</a>                                  | 1         | 0        | 1         | 100.00%       |
| <a href="#">United Kingdom</a>                               | 4         | 0        | 4         | 100.00%       |
| <a href="#">United States</a>                                | 17        | 4        | 21        | 80.95%        |
| <a href="#">Virgin Islands, U.S.</a>                         | 1         | 0        | 1         | 100.00%       |
|  | 1         | 0        | 1         | 100.00%       |
| <b>Total</b>   | <b>62</b> | <b>5</b> | <b>67</b> | <b>92.54%</b> |

### 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.

**Peer Review Details Reports**

**Standard Reports**

- [Manuscripts with Reviewers](#)
- [Decision Ratio](#)
- [Decision Ratio by Month](#)
- [Manuscripts by Decision Status](#)
- [Manuscript Milestone](#)
- [Manuscript Task Timespans](#)
- [Time from Submission to Decision](#)

### 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.

**Select Search Criteria**

**Report Name:**

**Description:**

The Manuscript Milestone report shows when each manuscript has hit particular milestones and the duration in days of various stages of the submission and review process. Information about each manuscript version includes dates of milestones (for example, the date the first reviewer was assigned and the date the last review was completed) and the decision on that version. A summary line is listed for each submission

**Date of Original Submission:**

**From:**      
 Earliest date

**To:**      
 Latest date

**Decision Date:**

**From:**      
 Earliest date

**To:**      
 Latest date

## 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):

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

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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        |
|--------------------------------------|-----------|-----------|--------------|-----------|--------------|---------------|-------------|-------------|----------------|
| <a href="#">Associate, Ann</a>       | 6         | 4         | 66.67        | 2         | 33.33        | 0.17          | 0.00        | 0.00        | 1.00           |
| <a href="#">Baker, Gwen</a>          | 2         | 1         | 50.00        | 1         | 50.00        | 310.00        | 310.00      | 20.00       | 600.00         |
| <a href="#">Becher, Frauke</a>       | 4         | 2         | 50.00        | 2         | 50.00        | 0.50          | 0.00        | 0.00        | 2.00           |
| <a href="#">Bekvalac, Stevan</a>     | 1         | 0         | 0.00         | 1         | 100.00       | 591.00        | 591.00      | 591.00      | 591.00         |
| <a href="#">Bolic, Branimir</a>      | 1         | 1         | 100.00       | 0         | 0.00         | 1468.00       | 1468.00     | 1468.00     | 1468.00        |
| <a href="#">Caesar, Julius</a>       | 1         | 1         | 100.00       | 0         | 0.00         | 2.00          | 2.00        | 2.00        | 2.00           |
| <a href="#">Jeeves, Clare</a>        | 5         | 1         | 20.00        | 4         | 80.00        | 4.00          | 0.00        | 0.00        | 19.00          |
| <a href="#">Laffman, Elise</a>       | 1         | 0         | 0.00         | 1         | 100.00       | 979.00        | 979.00      | 979.00      | 979.00         |
| <a href="#">Lindenfelser, Lauren</a> | 1         | 1         | 100.00       | 0         | 0.00         | 975.00        | 975.00      | 975.00      | 975.00         |
| <a href="#">Rinones, Anne</a>        | 2         | 1         | 50.00        | 1         | 50.00        | 0.00          | 0.00        | 0.00        | 0.00           |
| <a href="#">Seberg, Gunn Marit</a>   | 1         | 0         | 0.00         | 1         | 100.00       | 657.00        | 657.00      | 657.00      | 657.00         |
| <a href="#">Sweeney, Norma</a>       | 4         | 2         | 50.00        | 2         | 50.00        | 4.00          | 1.00        | 0.00        | 14.00          |
| <a href="#">Trevorrow, Paul</a>      | 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           |
| <b>Totals</b>                        | <b>35</b> | <b>18</b> | <b>51.43</b> | <b>17</b> | <b>48.57</b> | <b>152.31</b> | <b>0.00</b> | <b>0.00</b> | <b>1468.00</b> |

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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<br>(Original) | Date to Editor<br>(Earliest) | Days to Edit | Date First Reviewer Assigned<br>(Earliest) | Date Last Review Completed<br>(Last) | Days in Review | Editor Recommendation Date | Days to Recommend<br>(First) | Decision Date<br>(First) | Days to Decide<br>(First) | Decision Name<br>(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, 2008        | 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.

### Select Search Criteria

**Report Title:**

**Description:**  
 Selection Criteria: submission time period; original, revised, or both.  
 Group by: manuscript type; country of submission; assigned Editor; manuscript decision; or month of submission.  
 Report Results: total number of manuscripts; subtotal number for each group; average for total manuscripts result; average for each subtotal

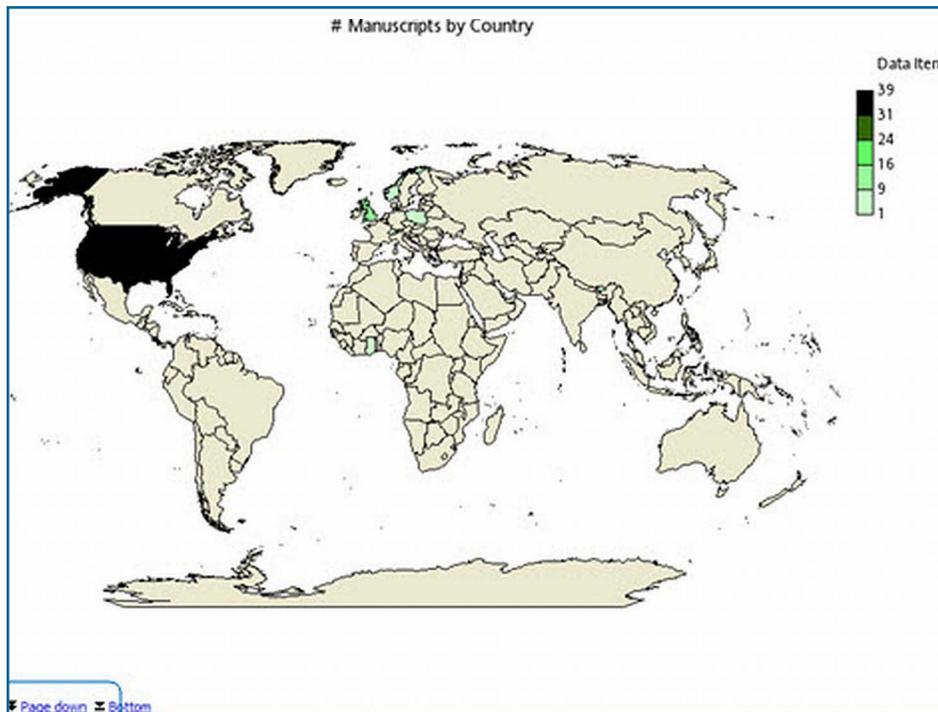
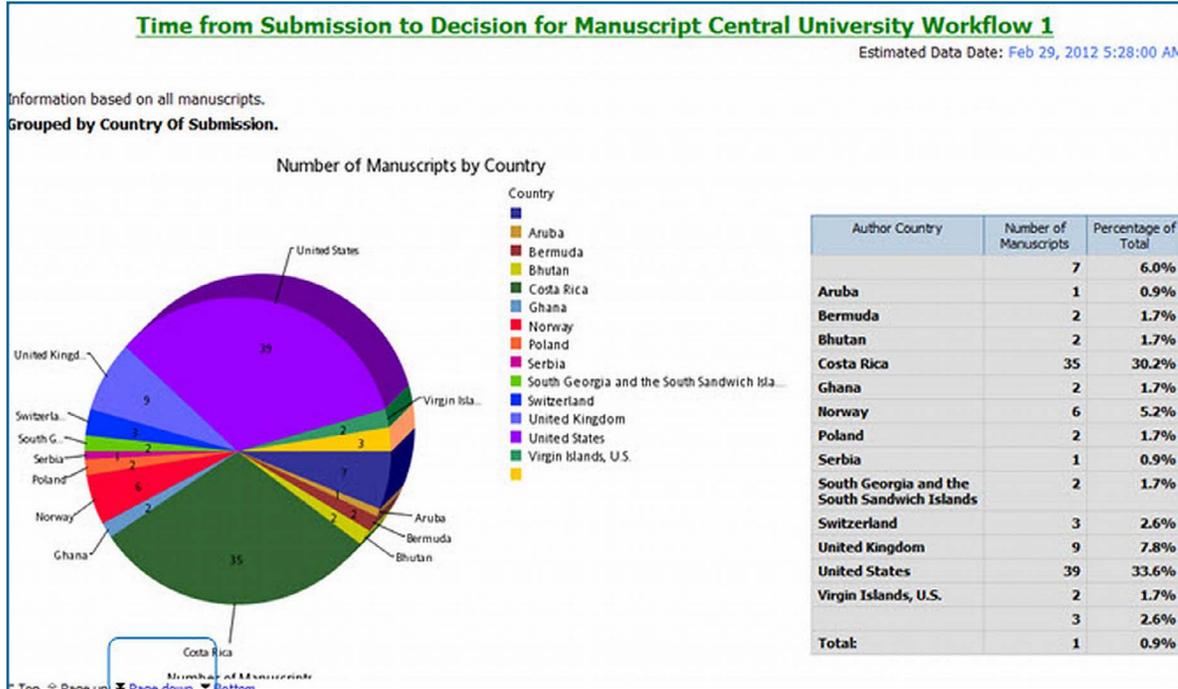
**Which Manuscripts?** (leave blank if you want to see all)  
 Original Submissions  
 Revised Manuscripts  
[Deselect](#)

**Submitted Date:**  
**From:**  
    
 Earliest date  
**To:**  
    
 Latest date

**Group By:**  
 Manuscript Type  
 Country Of Submission  
 Assigned Editor  
 Manuscript Decision  
 Month Of Submission

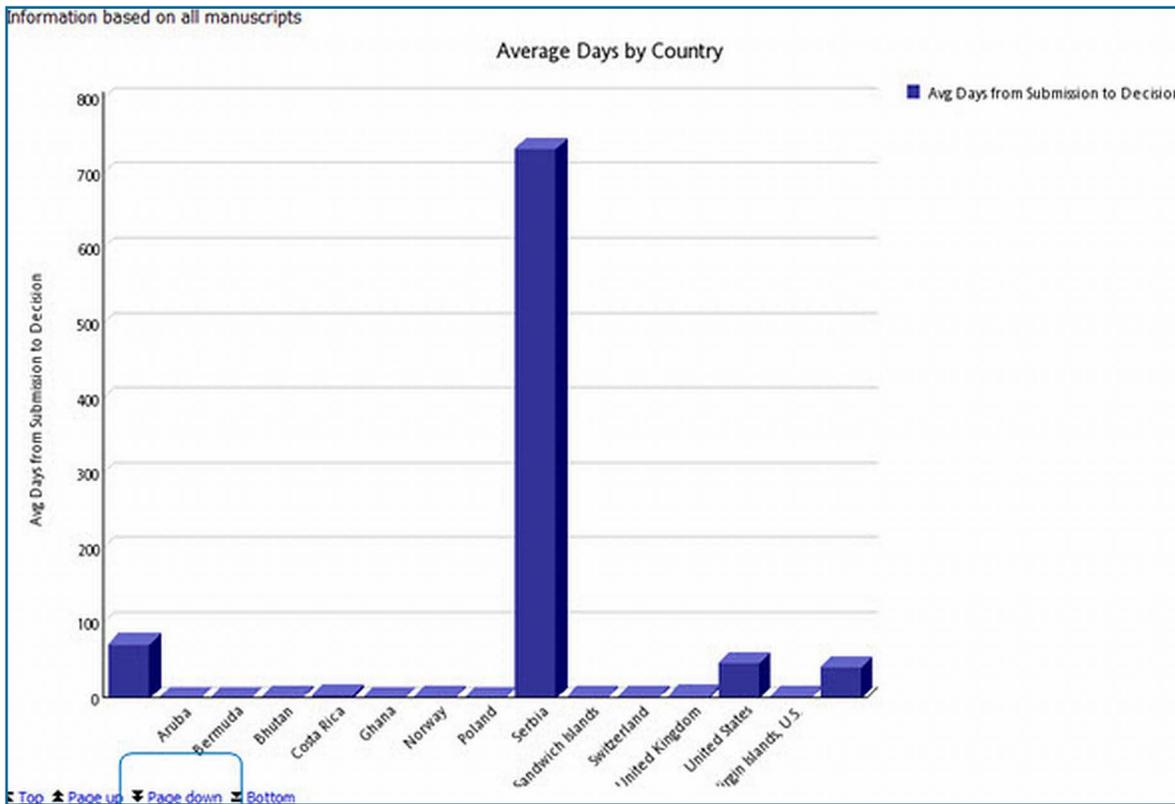
## TIME FROM SUBMISSION TO DECISION (continued)

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

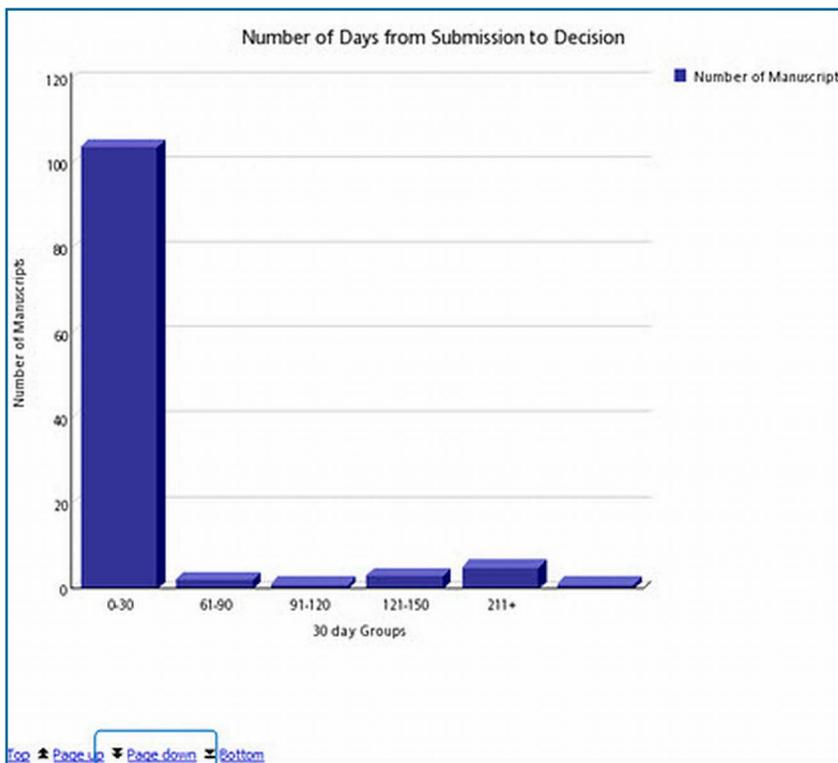


## TIME FROM SUBMISSION TO DECISION (continued)

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 |
|-----------------------------------|----------------|-----------------|---------------|---------|----------------|----------------|-----------------------------------|--------------|-----------------|
| <a href="#">MCU4-2008-03-0046</a> | Z, Author      | Mar 23, 2008    | Apr 15, 2008  | 23      | Major Revision | United States  | Rutgers                           |              |                 |
| <a href="#">MCU4-2011-01-0001</a> | Author, Alice  | Jan 12, 2011    | Feb 08, 2011  | 27      | Minor Revision | United States  | ScholarOne Manuscripts University |              |                 |
| <a href="#">MCU4-2011-02-0002</a> | Author, Audrey | Feb 09, 2011    | Feb 09, 2011  | 0       | Accept         | United States  |                                   |              | Associate, Ann; |

#### Letter to the Editor

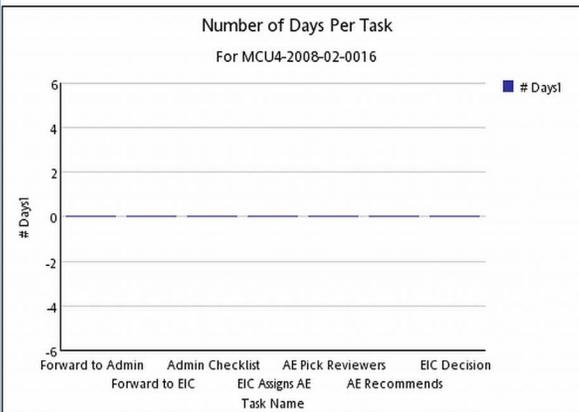
Number of Manuscripts: 16      23.9% of all Manuscripts      Average Days: 306.25

| Manuscript ID                     | Author         | Submission Date | Decision Date | No Days | Decision          | Author Country | Author Institution   | Assigned EIC | Assigned Editor |
|-----------------------------------|----------------|-----------------|---------------|---------|-------------------|----------------|----------------------|--------------|-----------------|
| <a href="#">MCU4-2008-02-0016</a> | Becher, Frauke | Feb 20, 2008    | Feb 20, 2008  | 0       | Accept            | Norway         |                      |              | Associate, Ann; |
| <a href="#">MCU4-2008-02-0019</a> | Jeeves, Clare  | Feb 20, 2008    | Mar 05, 2008  | 14      | Reject & Resubmit | United Kingdom | BSAC                 |              | Sweeney, Norma; |
| <a href="#">MCU4-2008-02-0025</a> | 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.

**User Performance Reports**

**Standard Reports**

- [? Reviewer Contact Info and Lifetime Statistics](#)
- [? Reviewer Contact Info and Lifetime Statistics for Export](#)
- [? Reviewer Summary](#)
- [? Accept-Reject Ratio by Editor](#)
- [? Turnaround by Editor \(Editor Recommendation\)](#)
- [? Turnaround by Editor \(Editor Decision\)](#)

## 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.

**Select Search Criteria**

**Report Title:**

**Description:** This report shows the name and e-mail of reviewers, and the number of times they have been selected, unassigned, uninvited, provided no reply, declined, agreed and completed. It also shows their lifetime R-Score (if applicable), and the average time to review papers within the dates entered. It is promptable by Submission date, Selection date, Invitation date, Assignment date, and Review Completion date.

**Which Manuscripts?** (blank for all)  Original Submissions  Revised Manuscripts [Deselect](#)

**Submitted Date Range:**  
**From:**  Jun 1, 2012  Earliest date  Latest date  
**To:**  Jun 1, 2012  Earliest date  Latest date

**Selection Date Range:**  
**From:**  Jun 1, 2012  Earliest date  Latest date  
**To:**  Jun 1, 2012  Earliest date  Latest date

**Invitation Date Range:**  
**From:**  Jun 1, 2012  Earliest date  Latest date  
**To:**  Jun 1, 2012  Earliest date  Latest date

**Assignment Date Range:**  
**From:**  Jun 1, 2012  Earliest date  Latest date  
**To:**  Jun 1, 2012  Earliest date  Latest date

**Score Completion Date Range:**  
**From:**  Jun 1, 2012  Earliest date  Latest date  
**To:**  Jun 1, 2012  Earliest date  Latest date

## 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 |
| <b>Selected Report Parameters:</b>                            |                              |          |         |            |           |          |         |        |           |                 |  |
| <i>Which Manuscripts:</i> Original Submissions                |                              |          |         |            |           |          |         |        |           |                 |  |
| <i>Submitted Date Range:</i> all                              |                              |          |         |            |           |          |         |        |           |                 |  |
| <i>Selection Date Range:</i> all                              |                              |          |         |            |           |          |         |        |           |                 |  |
| <i>Invitation Date Range:</i> all                             |                              |          |         |            |           |          |         |        |           |                 |  |
| <i>Assignment Date Range:</i> all                             |                              |          |         |            |           |          |         |        |           |                 |  |
| <i>Score Completion Date Range:</i> all                       |                              |          |         |            |           |          |         |        |           |                 |  |
| Name  | E-mail Address               | Selected | Invited | Unassigned | Uninvited | No Reply | Dedined | Agreed | Completed | Average R-Score | Avg. Time                                    |
| <a href="#">Author, Alice</a>                                 | alice.author@yahoo.com       | 1        | 1       | 0          | 0         | 0        | 1       | 0      | 0         |                 |  |
| <a href="#">Author, Amanda</a>                                | Amanda.author@test.demo      | 3        | 2       | 0          | 0         | 0        | 0       | 2      | 1         | 3.00            | 0.00   |
| <a href="#">Author, Amy</a>                                   | amy.a@test.demo              | 2        | 1       | 0          | 0         | 0        | 0       | 1      | 1         |                 | 0.00   |
| <a href="#">Author, Beth</a>                                  | beth.author@test.demo        | 1        | 0       | 0          | 0         | 0        | 0       | 0      | 0         |                 |  |
| <a href="#">Author, Carlene</a>                               | carlene@author.test.demo     | 1        | 0       | 0          | 0         | 0        | 0       | 0      | 0         |                 |  |
| <a href="#">Author, Terrell</a>                               | terrell.author@test.demo.com | 1        | 1       | 0          | 0         | 0        | 1       | 0      | 0         |                 |  |
| <a href="#">Bakken, Lars</a>                                  | lb@epost.dk                  | 1        | 0       | 0          | 0         | 0        | 0       | 0      | 0         |                 |  |
| <a href="#">Bakken, Tor</a>                                   | tor.bakken@epost.dk          | 1        | 1       | 0          | 0         | 0        | 0       | 1      | 1         | 3.00            | 0.00   |
| <a href="#">Booth, John Wilks</a>                             | john@booth.com               | 1        | 1       | 0          | 0         | 0        | 0       | 1      | 1         |                 | 0.00   |
| <a href="#">Doe, Jane</a>                                     | jane@yahoo.com               | 1        | 1       | 0          | 0         | 0        | 0       | 1      | 1         | 3.00            | 0.00   |
| <a href="#">Ericson, Selma</a>                                | sericson@test.acs            | 1        | 1       | 0          | 0         | 0        | 1       | 0      | 0         |                 |  |
| <a href="#">Gainsbury, Sally</a>                              | sally@test.com               | 1        | 1       | 0          | 0         | 0        | 0       | 1      | 1         |                 | 42.00  |
| <a href="#">Horowitz, Katie</a>                               | fakeemail@fakeemail.com      | 2        | 2       | 0          | 0         | 0        | 0       | 2      | 1         |                 | 0.00   |
| <a href="#">Kristiansen, Jenny</a>                            | jenny@test.acs               | 1        | 1       | 0          | 0         | 0        | 0       | 1      | 0         |                 |  |
| <a href="#">Lane, Susan</a>                                   | susan.lane@test.demo         | 1        | 1       | 0          | 0         | 0        | 1       | 0      | 0         | 3.00            |  |
| <a href="#">Langford, Jess</a>                                | jess@vy.co.uk                | 1        | 0       | 0          | 0         | 0        | 0       | 0      | 0         |                 |  |
| <a href="#">Langford, zoe</a>                                 | zoe@vy.co.uk                 | 1        | 1       | 0          | 0         | 0        | 0       | 1      | 0         |                 |  |
| <a href="#">Mansfield, Holl</a>                               | hmansfield@who.org           | 1        | 1       | 0          | 0         | 0        | 0       | 1      | 1         |                 | 0.00   |
| <a href="#">Milan, Caesar</a>                                 | milan@umn.edu                | 1        | 1       | 0          | 1         | 0        | 0       | 1      | 0         |                 |  |
| <a href="#">Nado, Rori</a>                                    | rnado@lor.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       |

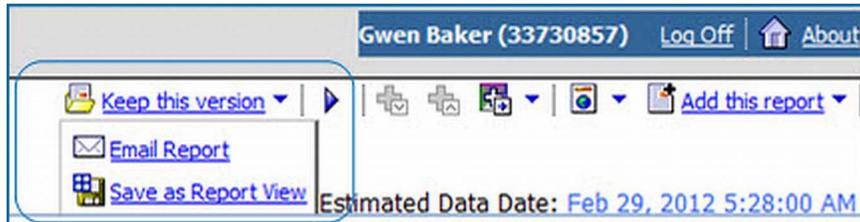
The summary will include the date range from the Date Selected to the Date Completed.

## 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**.

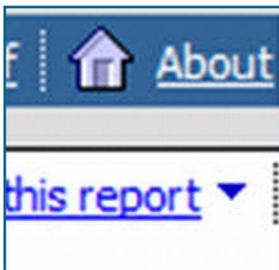
When you have your report results, at the top right of the report, select the **Keep this Version** link and select **Save as Report View**.



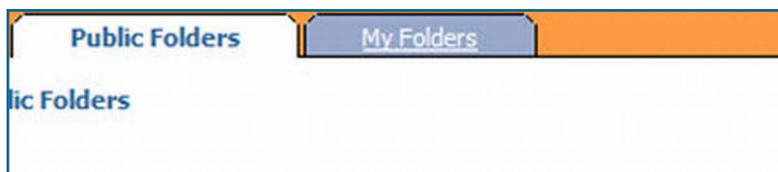
Make any changes to the **Name** of the report, under **Location**, click on **Select My Folders**, and then click **OK** at the bottom of the screen.



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**.

| <input type="checkbox"/>            | Name ↕   | Modified ↕                  | Actions                 |
|-------------------------------------|--|-----------------------------|-------------------------|
| <input checked="" type="checkbox"/> | <a href="#">Custom Questions and Responses</a>             | May 3, 2012 11:29:59 AM     | <a href="#">More...</a> |
| <input type="checkbox"/>            | <a href="#">DE Checklists (Report 1)</a>                   | November 3, 2011 1:19:50 PM | <a href="#">More...</a> |
| <input type="checkbox"/>            | <a href="#">Manuscripts by Topic that Need CE Assigned</a> | July 20, 2011 2:03:42 PM    | <a href="#">More...</a> |

Disable the schedule      **Priority:** 3      **Start:** Feb 29, 2012

**Frequency:**  
Select the frequency by clicking on a link.

[By Day](#)     **By Week**    [By Month](#)    [By Year](#)

Every  week(s) on:

Monday     Tuesday     Wednesday     Thursday  
 Friday     Saturday     Sunday

**End:**  
 No end date  
 End by: Feb 29, 2012

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.

**Options**

Override the default values

**Formats:**

HTML

**Number of rows per Web page:**

Enable selection-based interactivity

PDF  
No options saved  
[Set...](#)

Excel 2007

Excel 2002

Excel 2000 Single Sheet

Delimited text (CSV)

XML

**Delivery:**  
Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.

Save the report

Print the report

**Printer location:**  [Select a printer](#)

Send a link to the report by email [Edit the options...](#)

0 recipients

## 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.

The screenshot shows an email scheduling dialog box with the following fields and options:

- To:** CharlieChief@Test.demo
- Cc:** Abby.Admin@test.demo
- Links: [Select the recipients...](#) and [Show Bcc](#)
- Subject:** Report: Report View of Manuscripts in Process
- Body:** A large empty text area with a [Change to plain text >>](#) link and bold (**B**) and italic (**I**) formatting options.
- Options:
  - Include a link to the report
  - Attach the report
- Buttons: **OK** and **Cancel**

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.

The screenshot shows a 'Prompt values' dialog box with the following options and buttons:

- Override the default values
- No values saved
- Buttons: **OK** and **Cancel**