SCHOLARONE MANUSCRIPTS

REPORTING SYSTEM

USER GUIDE

SCHOLARONE

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1. ABOUT THIS DOCUMENT

A. INTENDED READERSHIP

This document is intended for Editors, Editors-in-Chief, Administrators, and advanced users of ScholarOne Manuscripts, ScholarOne Proceedings, ScholarOne Books, and ScholarOne Production. This document is meant to be supplemented with ScholarOne Manuscripts' help system (Get Help Now) and the Cognos-specific help outlined in Section 3 of this document.

B. OBJECTIVE

After reviewing this documentation you should be able to

- Navigate the Cognos reporting interface to run and schedule reports.
- Manage report content using the Cognos reporting interface.
- Build and maintain reports using Cognos tools.

C. IN THIS GUIDE

This guide contains information about ScholarOne Manuscripts Standard Reports and ScholarOne Manuscripts Build Your Own Reports.

2. SYSTEM REQUIREMENTS

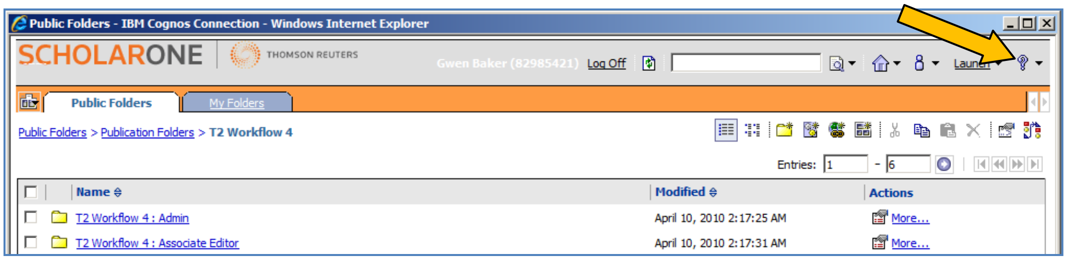
At this time, Cognos supports the following web browser and operating system combinations:

- Microsoft Internet Explorer 8: Windows
- Microsoft Internet Explorer 7: Windows
- Microsoft Internet Explorer 6 SP1: Windows 2000 / 2003
- Microsoft Internet Explorer 6 SP2: Windows XP
- Firefox 3.6 (Fix Pack 1+): Windows / Mac / UNIX / Linux
- Firefox 3.5: Windows / Mac / UNIX / Linux
- Firefox 3.0: Windows / Mac / UNIX / Linux
- Firefox 2.0: Windows / Mac / UNIX
- Firefox 1.5: Windows / Mac
- Firefox 1.5.02: Linux / UNIX

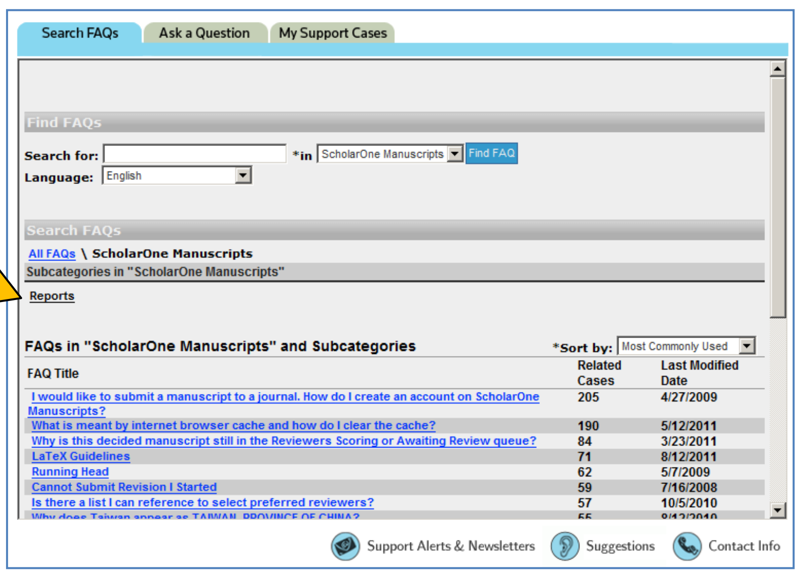
3. GETTING HELP WITH REPORTING

If you are having trouble creating or running reports, you can take one of the following actions to get help:

- Cognos Help. Clicking the **?** button on the top-right of almost any Cognos page will open a window with extremely thorough and detailed instructions and tips.



- FAQs. As always, ScholarOne Manuscripts' Frequently Asked Questions page, accessible via the "Get Help Now" link on any page of ScholarOne Manuscripts, is continuously updated with answers to the most frequently asked questions from our users. In addition, there are detailed descriptions and screenshots of all Standard Reports available.
- You can jump to FAQs in "Get Help Now" by using the subcategory Reports.

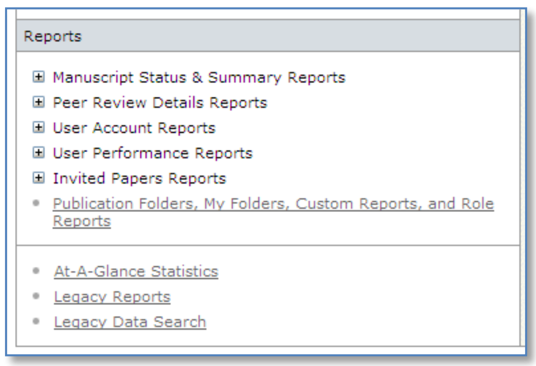


- List of reporting fields. A complete list of all reporting fields available in Cognos can be found at http://ssl.salesforce.com/servlet/servlet.FileDownloadPkb?file=00P00000008cdEZ&orgId=00D000000008YVy&pPid=50100000000770U .
- Contact Support and Training. You can request assistance from our Support Department and Training Department by clicking the "Get Help Now" link on any page of ScholarOne Manuscripts.

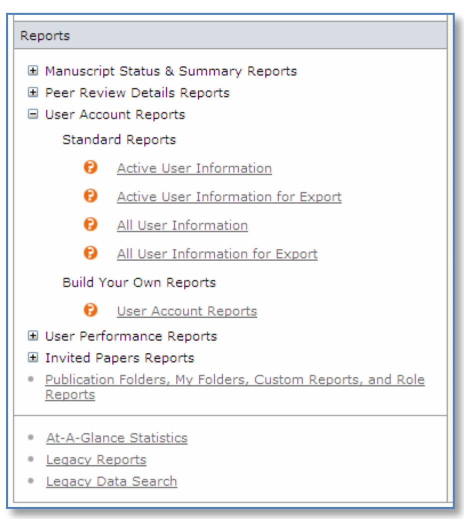
4. ACCESSING REPORTS FROM WITHIN SCHOLARONE MANUSCRIPTS

A. REPORTS MENU LINKS

The **Reports** area of the dashboard, located towards the bottom of the dashboard page, contains a collapsible menu with links to all reporting options: Standard Reports, Build Your Own reporting "packages," "Publication Folders, My Folders, Custom Reports and Role Reports," "At-A-Glance Statistics," "Legacy Reports" and "Legacy Data Search" (if configured).



Clicking on the plus sign next to any reporting category will expand the menu to display all of the Standard and Build Your Own reporting options for that category. Note that the specific Standard Reports and Build Your Own reporting packages are configurable and may vary based on the role and site you're logged in to.



I. STANDARD REPORTS

When a reporting category is expanded, you will see a listing of Standard Reports available for that category. Clicking on the help icon ( ) to the left of any Standard Report name will give you a brief description of the report and a link to view a sample report. Clicking the name of any Standard Report will take you directly to the first page of the report in the Cognos reporting system.

II. BUILD YOUR OWN REPORTS

When a reporting category is expanded, you will see a listing of Build Your Own reporting packages available for that category. Clicking the name of any Build Your Own reporting package will take you directly to the Cognos Query Studio interface for that reporting package, where you can build and run your own reports using the data, formatting, and styling you would like. Clicking on the help icon ( ) to the left of any Build Your Own reporting package will give you a brief description of the types of fields available in the particular reporting package.

Each reporting package has a unique set of fields and filters available that are tailored to the specific type of report being built. For example, the "Production Reports" package contains information about manuscripts, volumes, issues, and production details. The "User Account Reports" package contains information about users and their account details. ScholarOne strongly advises that the individual reporting packages be used to build the types of reports suggested. For example, the "User Performance Reports" packages should be used to create user reports rather than manuscript reports; even though there are manuscript-related fields available in the package, the fields work together most efficiently when combined in a user-centric way.

A complete listing of fields and filters available in the Cognos reporting system is available at http://ssl.salesforce.com/servlet/servlet.FileDownloadPkb?file=00P00000008cdEZ&orgId=00D000000008YVy&pPid=5010000000077OU. The reporting packages available are:

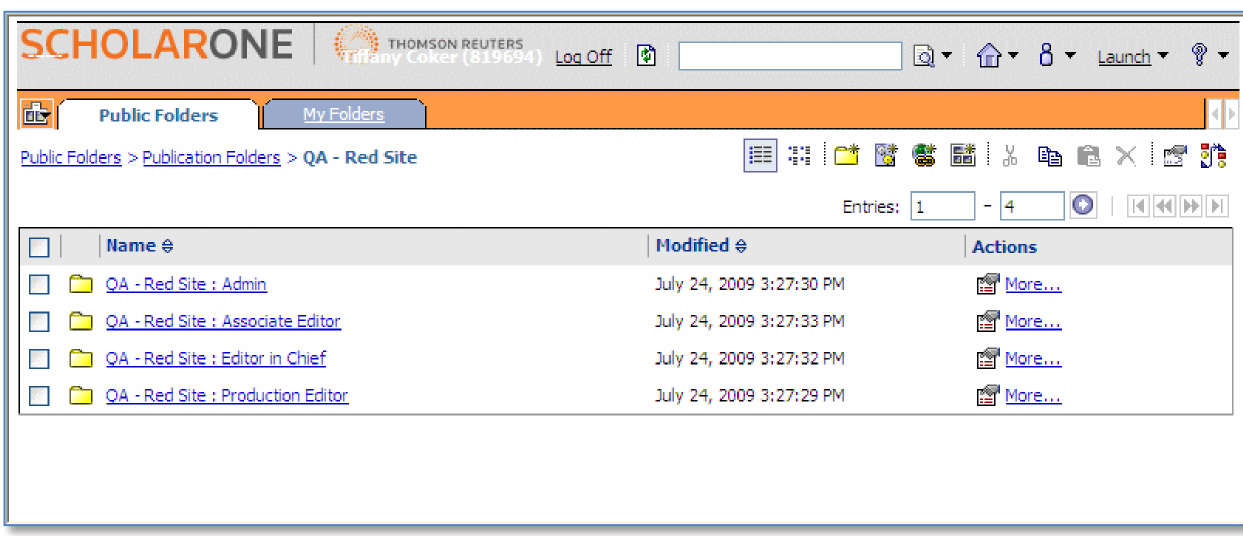
- Manuscript Status & Summary Reports. Use this package to build your own report on manuscripts, their status, submission statistics, and other details. This is the most basic of manuscript packages available, and is suitable for novice users or for those building simple manuscript-centric reports.

- Production Reports. Use this package to build your own report on manuscripts, volumes and issues, export information, and other production details.
- File Storage Reports. Use this package to build your own report on file storage.
- Peer Review Details Reports. Use this package to build your own report on manuscript details, decisions, turnaround times, and other peer review information. The Peer Review Details package is the most complex of all reporting packages, and has the most comprehensive list of fields and filters.
- User Account Reports. Use this package to build your own report on users and their contact information, roles, keywords, and other account details.
- Reviewer Performance Reports. Use this package to build your own report on reviewers and their performance.
- Editor, EIC & Admin Performance Reports. Use this package to build your own report on editors, EICs and Admins and their performance.
- Invited Author Performance Reports. Use this package to build your own report on invited authors and their performance.

III. PUBLICATION FOLDERS, MY FOLDERS, CUSTOM REPORTS, AND ROLE REPORTS

Clicking the **Publication Folders, My Folders, Custom Reports, and Role Reports** link will open a new window containing the Cognos interface on the Publication Folders page. From this page, you can navigate to:

- Any reports you have built and saved for yourself on the **My Folders** tab.
- Any custom reports that may have been built for your site.
- Any reports that have been created for specific roles on your site.



IV. AT-A-GLANCE STATISTICS

Clicking the **At-A-Glance Statistics** link will open a new window containing summary information for the site.

V. LEGACY REPORTS

- Topic Roles & Users Reports. Use this package to build your own report on topics and their associated roles and users.

Clicking the **Legacy Reports** link will take you to the standard and custom reports available in the legacy Crystal Reports system.

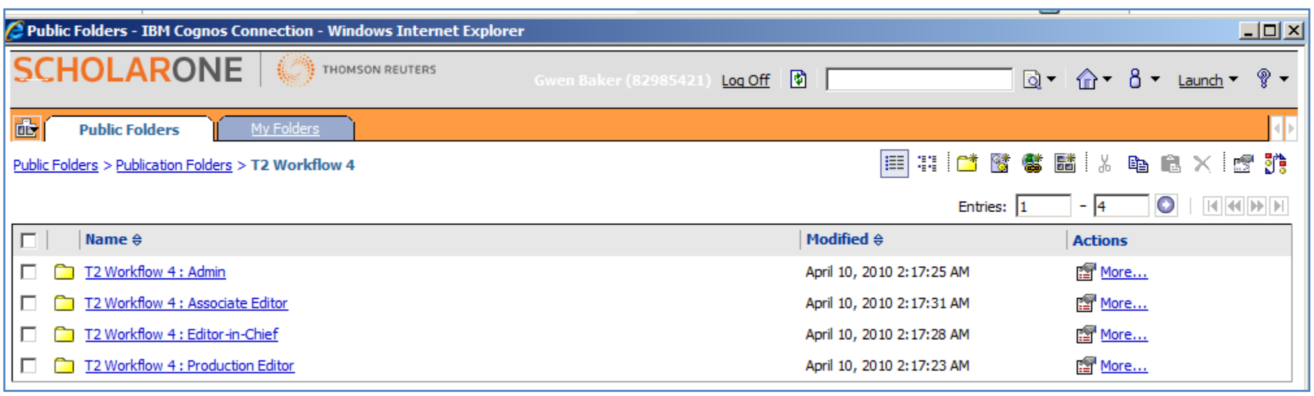
VI. LEGACY DATA SEARCH

If this feature is configured for your site, clicking the **Legacy Data Search** link will open a new window with a search interface into your legacy data.

5. THE COGNOS INTERFACE

A. PUBLIC FOLDERS AND MY FOLDERS

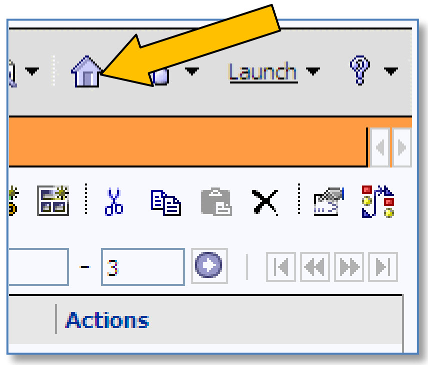
Each user will have at least two tabs at the top of the Cognos reporting interface: Public Folders and My Folders. The **Public Folders** tab contains role-based folders and content that is accessible to a large group of users. The **My Folders** tab is where personal reports can be stored if you do not want them to be accessible to other users. The **My Folders** area is specific to you – anything stored in **My Folders** cannot be seen by other users.



Clicking the Publication Folders and then the folder containing the current publication name will show sub-folders for each role of type Editor and above. Administrator users will have access to Administrator, Editor-in-Chief, and Editor folders, Editors-in-Chief will have access to Editor-in-Chief and Editor folders, and Editors will only have access to Editor folders. By copying or saving a report into the role folders, ScholarOne Manuscripts users have the ability to create new reports and make them available to their end users. Copying or saving a report into the publication folder makes the report available to all roles.

B. RETURNING TO THE HOME SCREEN

To set return to the home screen from nearly any Cognos location, click the **Home** button in the upper right corner of the screen.



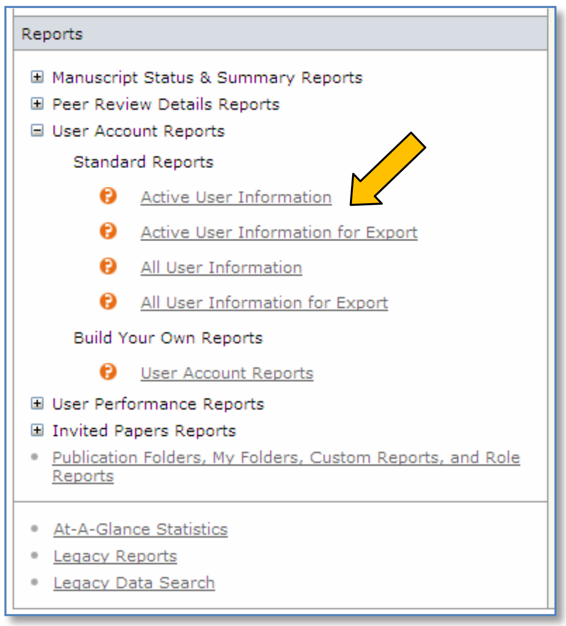
6. RUNNING REPORTS IN COGNOS

A. TYPES OF REPORTS AVAILABLE

There are two types of reports available via Cognos: Standard Reports and Build Your Own Reports.

I. STANDARD REPORTS

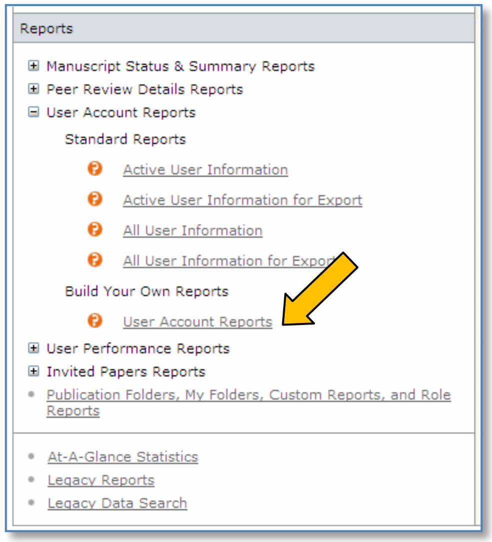
Select a Standard Report: via the direct links on your dashboard.



These reports have been designed to replicate the functionality, formatting, and output available in the legacy Crystal reports and they cannot be altered or expanded upon.

II. BUILD YOUR OWN REPORTS

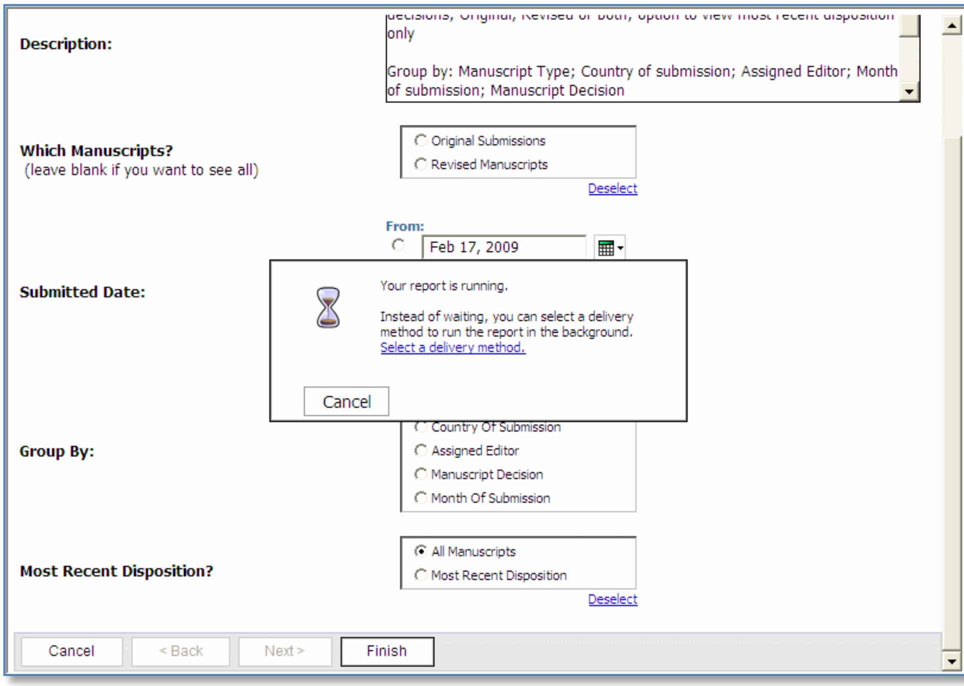
To access the Build Your Own Reports package from the dashboard, simply click the name of the package you'd like to use to create your report.



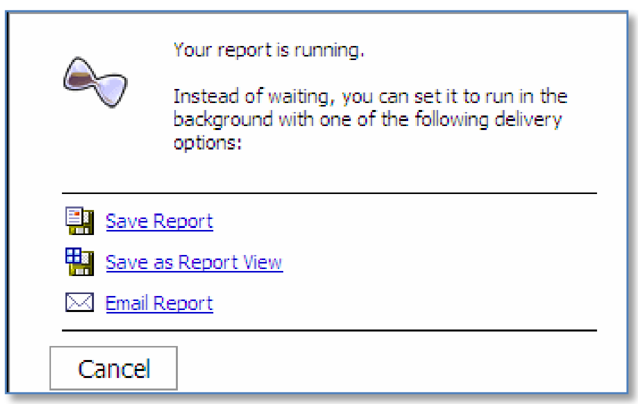
Clicking a link for a Build Your Own reporting package will open a new window with the Cognos Query Studio interface. The Query Studio tool allows you to start from scratch and create a report on your own. You can select the data, formatting, and grouping/sorting requirements and then save the report to your **My Reports** folder. More information about building your own reports is provided in Sections C and E of this document.

B. SELECTING A DELIVERY METHOD

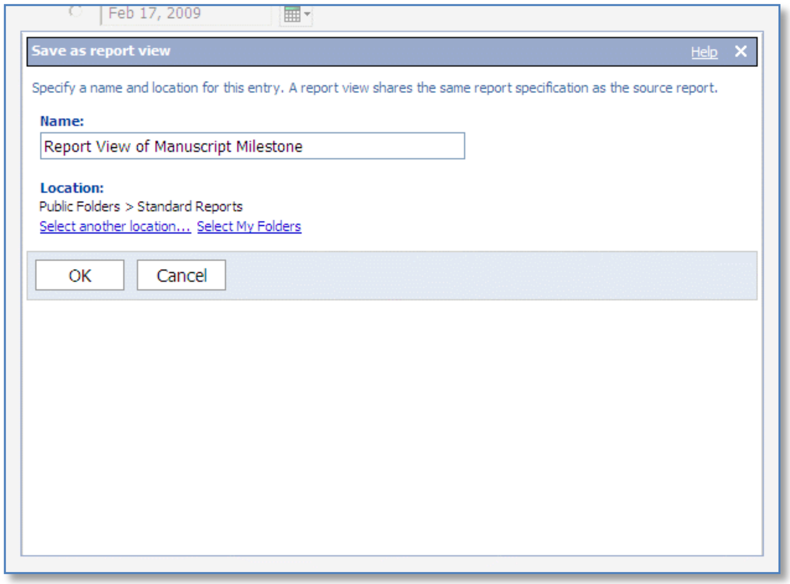
When selecting a report to run and answering the prompts, you may occasionally see a message reading, "Your report is running. Instead of waiting, you can select a delivery method to run the report in the background."



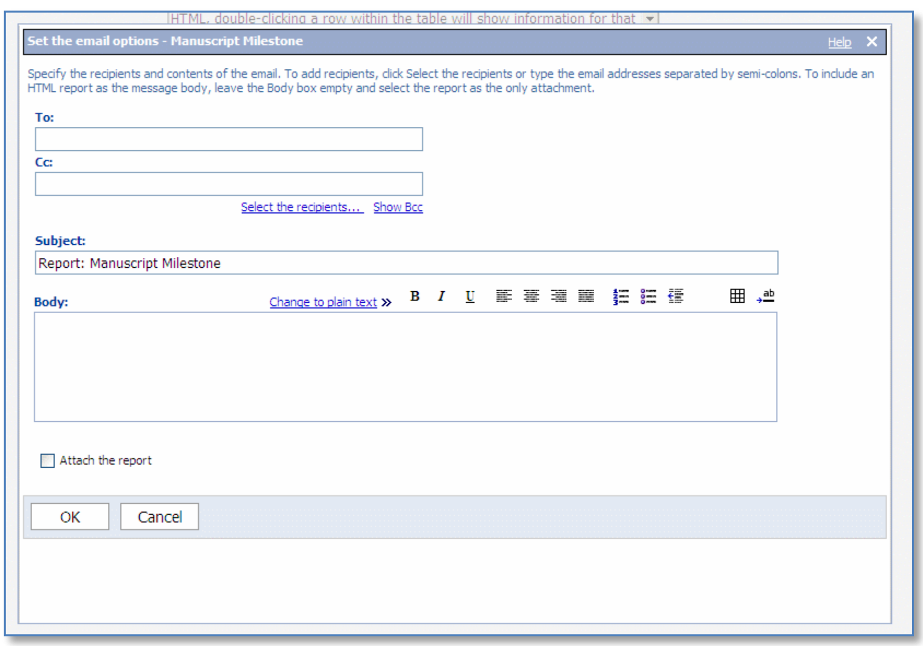
Clicking the **Select a Delivery Method** link allows you to save the report, save the report as a report view (a copy of the report at the time you ran it), or e-mail the report.



If you choose to save the report as a Report View, we suggest that you name the report descriptively and save it to your **My Folders** page.



If you choose to e-mail the report, we suggest that you check the **Attach the Report** checkbox so that the report is attached to the e-mail sent to you or others.

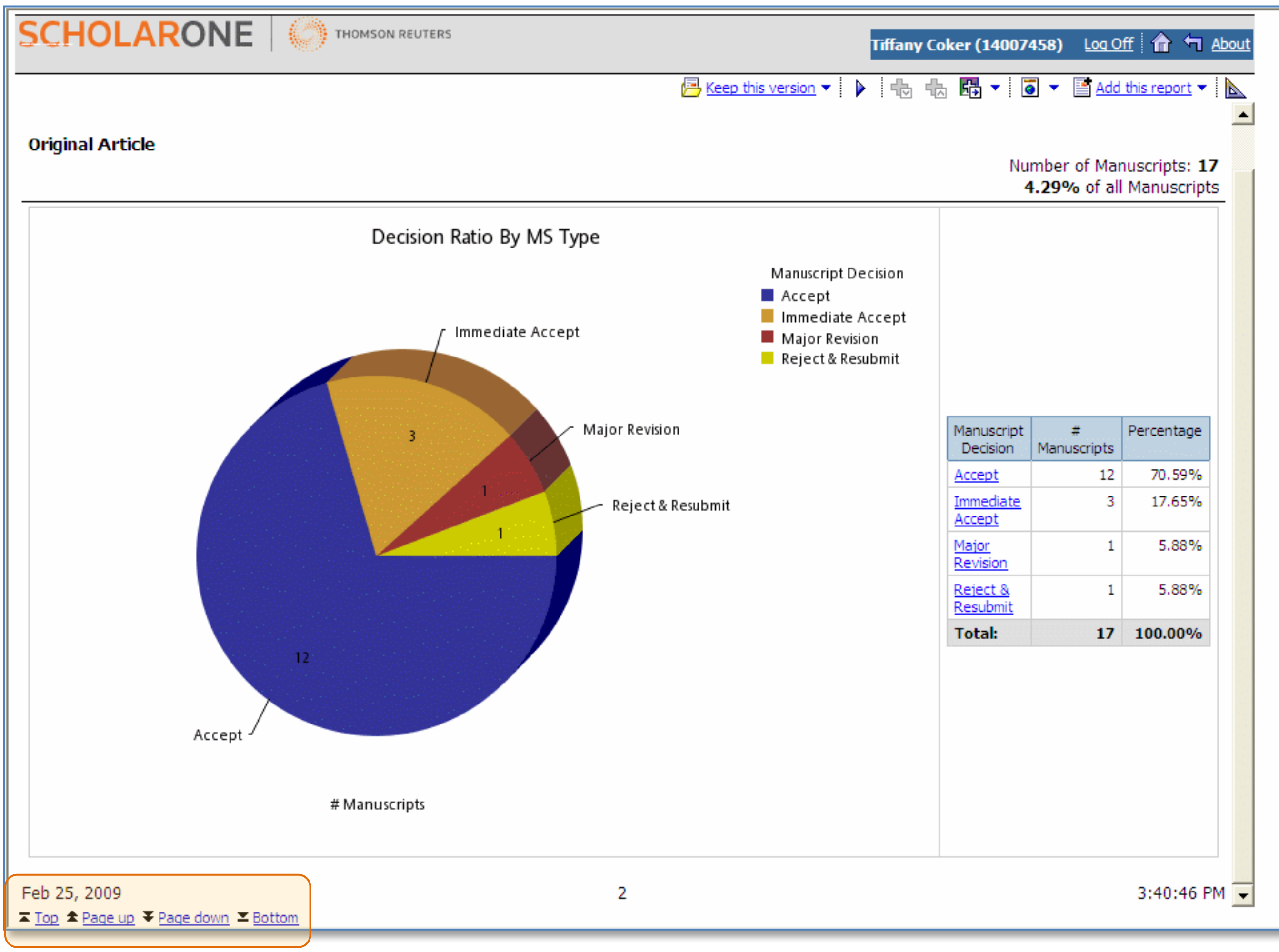


C. VIEWING, CHANGING, AND MANIPULATING REPORT RESULTS

Depending on whether you run Standard Reports or Build Your Own Reports, there are a variety of ways you can alter, format, and export report results to meet your needs. Note that Standard Report results can only be saved to a different folder, e-mailed, or exported; they cannot be re-sorted or manipulated in any way.

I. MOVING BETWEEN PAGES OF REPORT RESULTS

Click the **Top, Page up, Page down, or Bottom** button at the bottom of the screen to move between pages of report results.

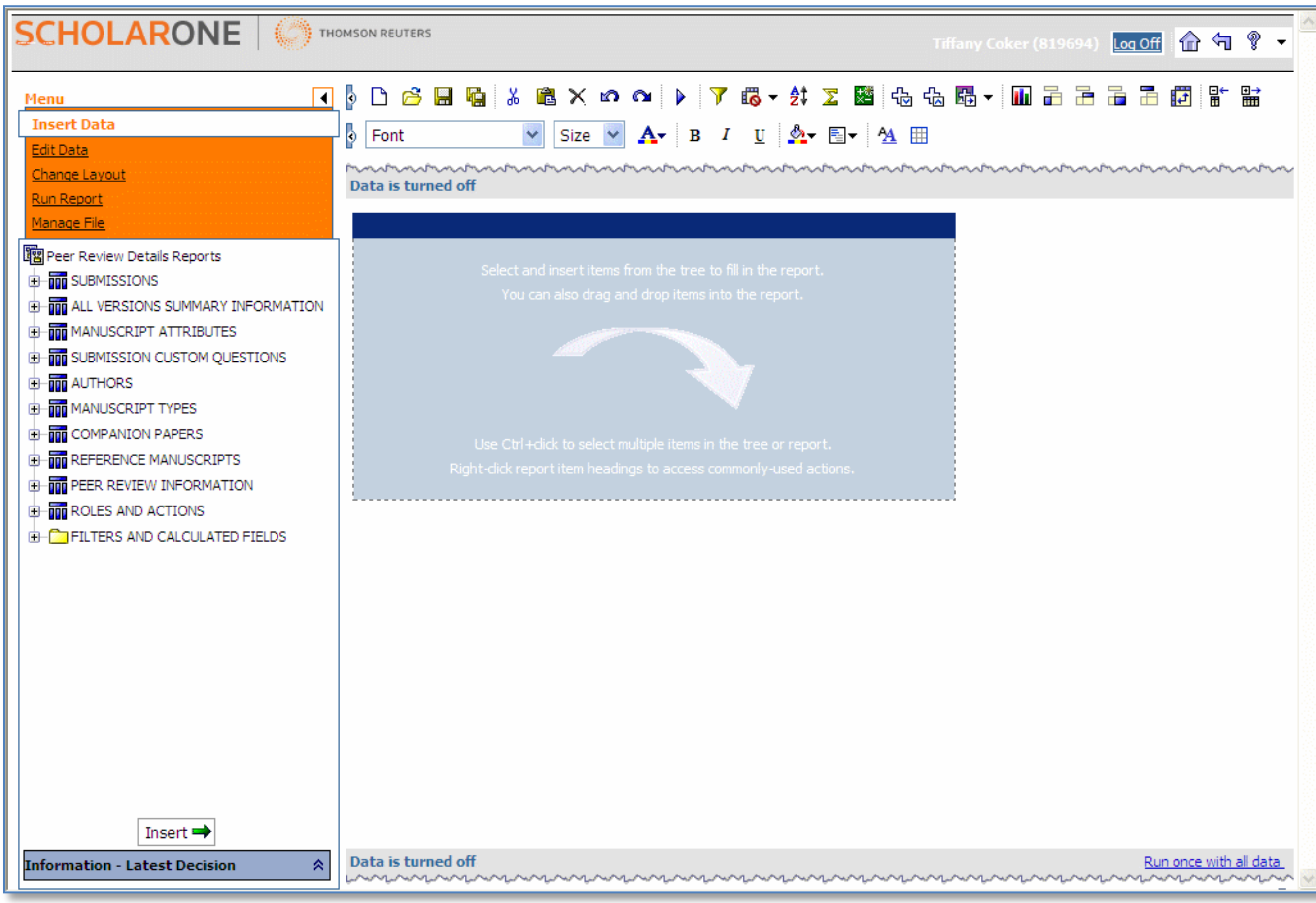


D. USING QUERY STUDIO TO BUILD YOUR OWN REPORTS

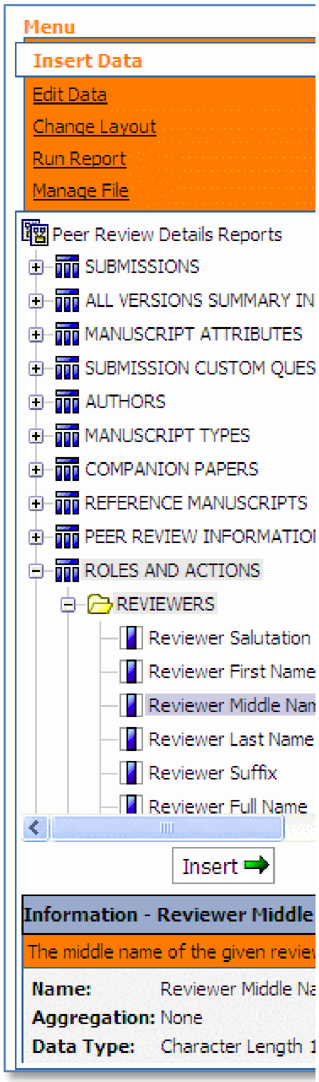
To build your own report from scratch, first determine the type of report you want to build. It's often helpful to make a list of the reports criteria you'll be using and use it to select the Build Your Own reporting package you'd like to use to create your report.

Because the reporting fields available vary from package to package, selection of the correct package from the beginning is crucial. Information about accessing the reporting packages can be found in Section 6.A.III of this document.

Once you have selected the reporting package you'd like to use, you will be taken to the Cognos reporting interface with a blank window. In order to start building a report from scratch click the **Insert Data** menu item in the menu bar on the left. Expand the folders in the folder tree to view the fields that can be used.



I. THE INSERT DATA FOLDER TREE



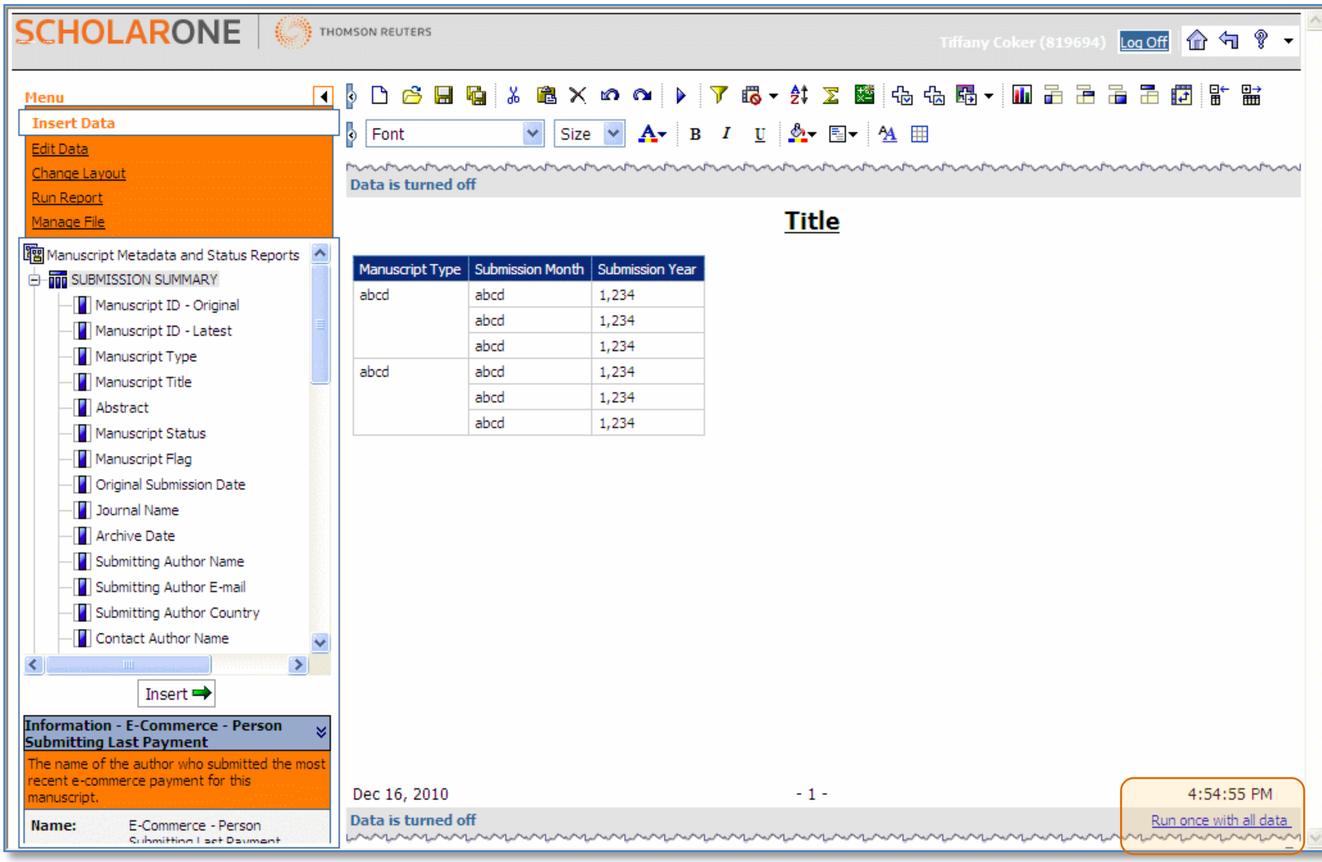
The folder tree is organized into logical groupings of fields. Depending on the reporting package you're using, the folders and fields will be different and tailored to the exact type of report you're trying to create. Each section can be expanded and collapsed to find the fields you are looking for. If you'd like to view a listing of all available reporting fields and their locations, you can view our field list, located at http://ssl.salesforce.com/servlet/servlet.FileDownloadPkb?file=00P00000008cdEZ&orgId=00D000000008YVy&pPid=5010000000077OU.

Clicking the up arrows to the right of the **Information** text at the bottom of the **Insert Data** section will show you a definition of the selected field along with any formatting notes. You can also hover your mouse over the field name to view the definition and formatting notes.

I. INSERTING FIELDS INTO A REPORT

To insert fields from the folder tree into a report, either double-click the field or drag and drop it into the correct place in the report. **NOTE**: the drag and drop option only works in Internet Explorer. You can also drag pre-defined filters onto a report to eliminate the need to create custom filters for manuscript type, submission date range, manuscripts with a final disposition, submission year range, submissions from North America, original submissions, and revised submissions.

Upon inserting fields into a report, the system will display your selected fields in the format you requested with sample data inserted in the place of actual submission data. To run the report with your user or submission data, click the **Run once with all data** link in the bottom right corner of the window.



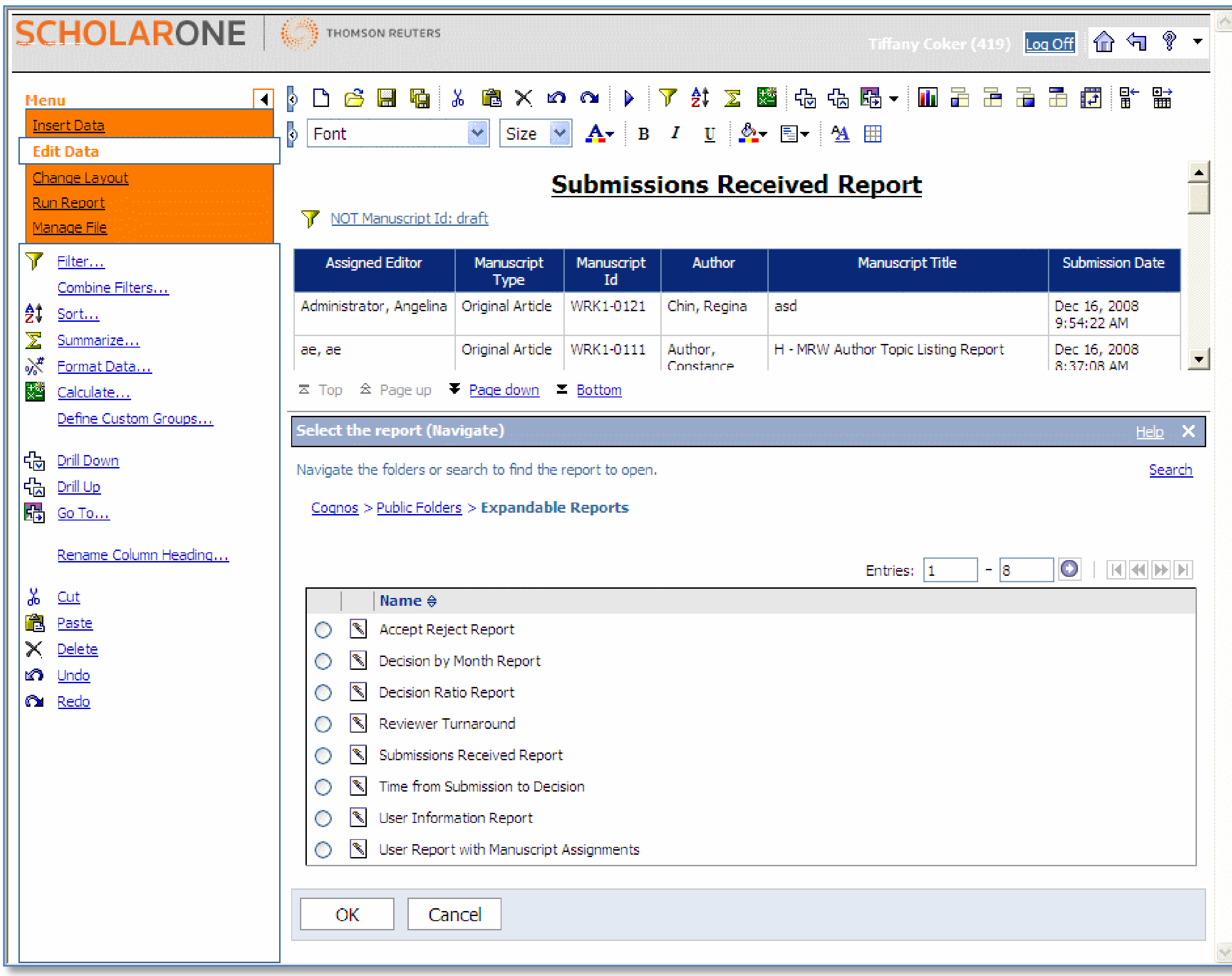
Please note: Although you have the capability to insert many fields into a report, you may find that the more fields you insert, the longer it takes to return your report results. If this is the case, you may want to try filtering the data to reduce the size of the results coming back.

II. CREATING NEW REPORTS

Click the **New** button to create a new Build Your Own Report from within the Query Studio interface.

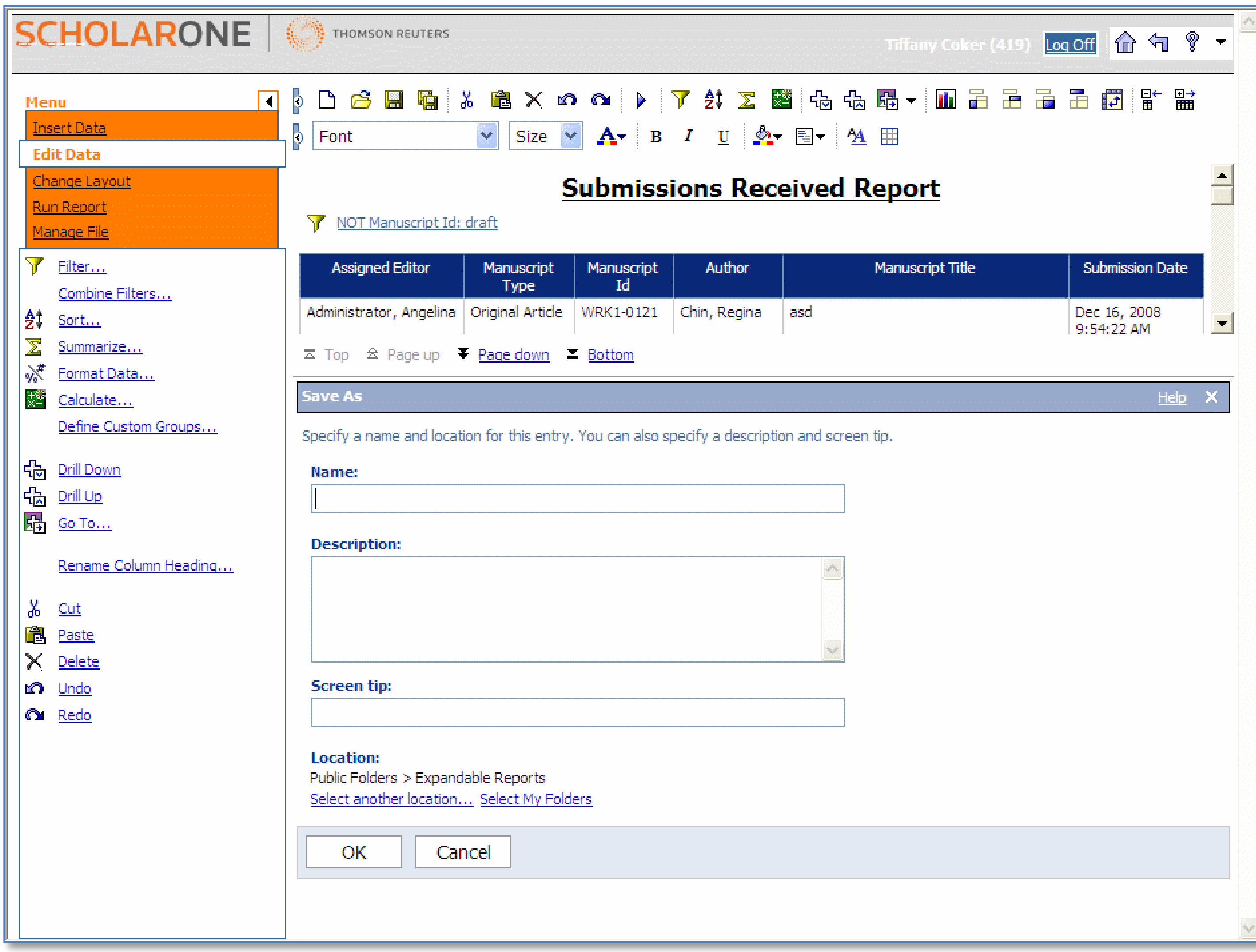
III. OPENING REPORTS

Click the **Open** button to open a report from within the Cognos Query Studio interface.



IV. SAVING REPORTS

Click the **Save** button to save the report, or click the **Save As** button to save the report under a new name or in a new folder.



V. FORMATTING OPTIONS

Just as in traditional Microsoft Office programs, the look and feel of report results can be altered by using the formatting tools located in the top toolbar. Use the toolbar buttons to change border styles, alignment, and font styles, sizes, weights, and color.

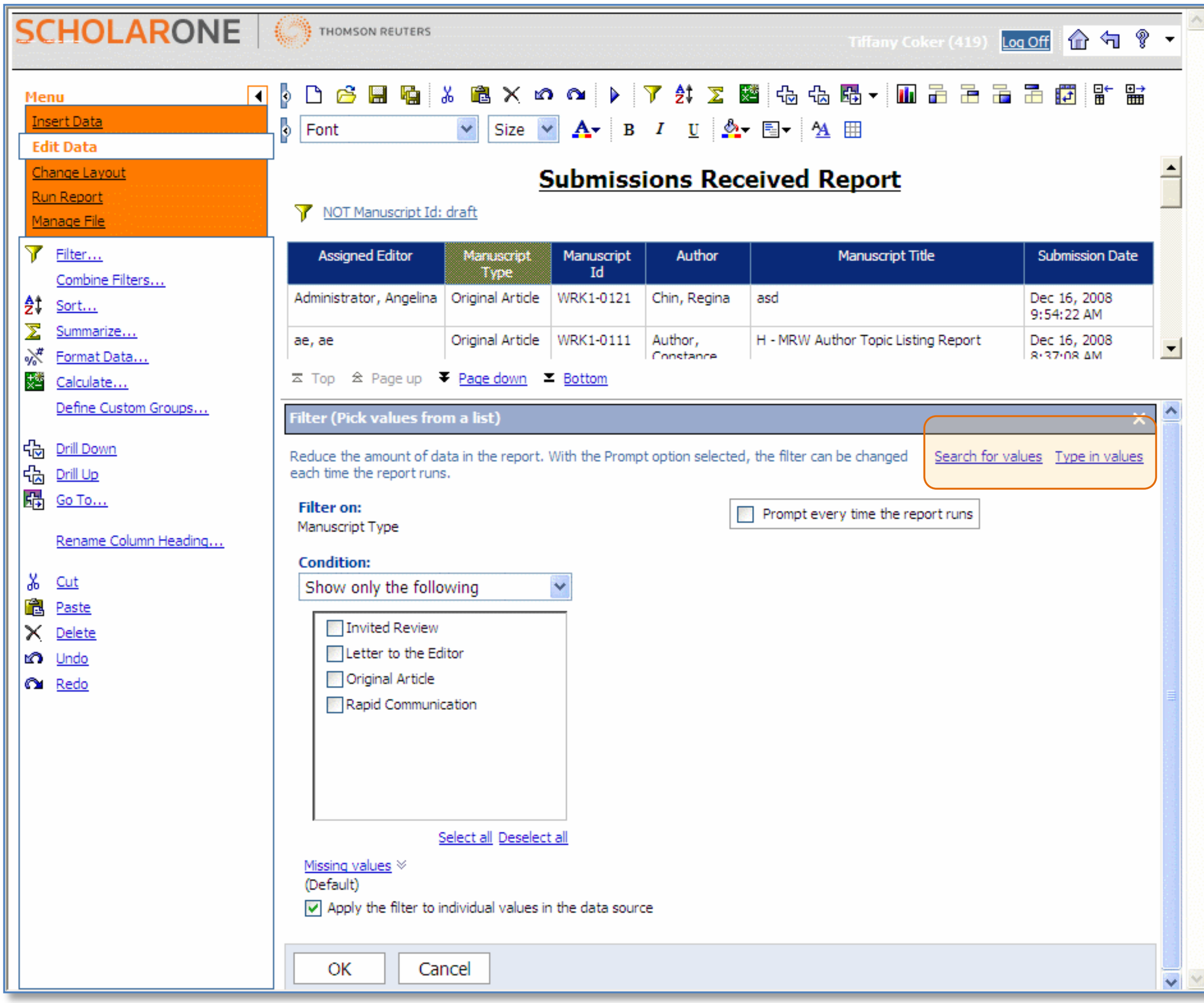
VI. MOVING AND DELETING COLUMNS

Click a column heading and use the **Cut**, **Paste,** and **Delete** buttons to move a column of data to a new location within the table or to remove it from the report entirely. If you make a mistake, use the **Undo** or **Redo** button. Note that it is possible to delete a column and retain filters or calculations based on that column.

VII. FILTERING REPORT RESULTS

Report results can be filtered so that only the data you need is visible.

To filter, click the column heading you would like to place a filter on, and then click the **Filter** button. Select the values you would like to include in or exclude from the report results. If the list of filtering values is very long, you may want to click the **Search for Values** or **Type in Values** links to specify the exact terms you would like to filter on.

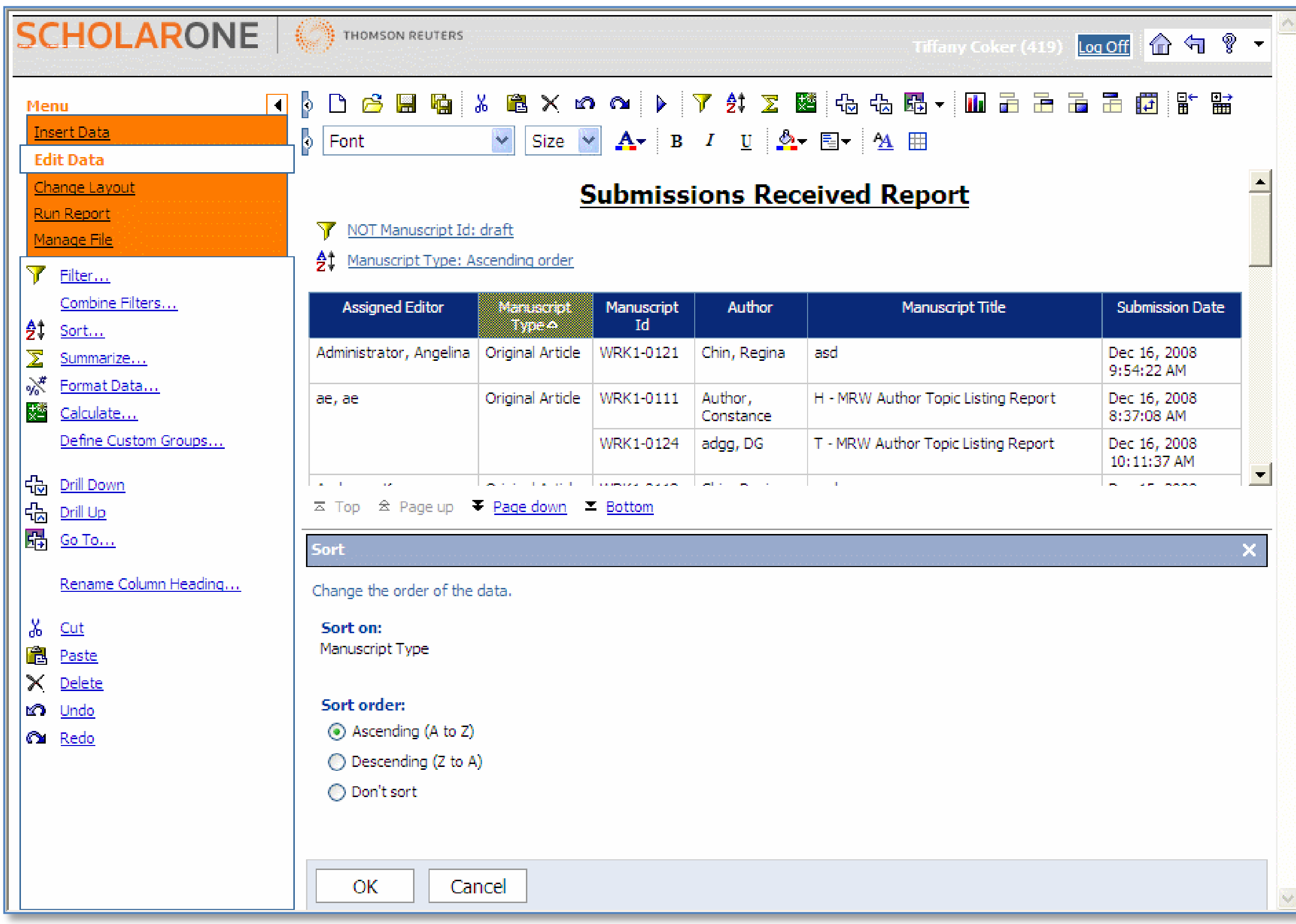


There are times when you may want to filter the report before it is run (i.e. you would like to run a Manuscript Submissions Received report every month and select the month before running the report). To signal Cognos to prompt the user for the filter (i.e. month and year) every time the report is run, check the **Prompt every time the report runs** checkbox and then save the report. The next time you run the report, you will be prompted to select the filter criteria (i.e. month and year) and then run the report.

VIII. SORTING REPORT RESULTS

Report results can be sorted so that the data are displayed in the order you need. To sort, click the column heading that you would like to sort on, and then click the Sort button.

You can change the sort from ascending to descending by right-clicking the underlined sort. In the example below, you would right-click the **Manuscript Type: Ascending order** link). Then click the **Edit** link, and select the appropriate sort option.



IX. SUMMARIZING REPORT RESULTS

The Summarize feature allows you to summarize groups of data. To summarize based on a particular field, click the column heading that you would like to summarize and click the **Summarize** button. You can change the way in which the data is summarized by right-clicking on the summary number and selecting a new summarization method (count, total, average, etc.).

Manuscript Type	Manuscript Id	Submission Date	# Manuscripts
Invited Review	WRK1-0018	Dec 10, 2008 2:24:46 PM	4
	WRK1-0018.R1	Dec 10, 2008 2:47:09 PM	7
	WRK1-0020	Dec 10, 2008 2:27:27 PM	4
	WRK1-0020.R1	Dec 10, 2008 2:52:10 PM	6
	WRK1-0025	Dec 10, 2008 2:36:17 PM	4
	WRK1-0026	Dec 10, 2008 2:38:28 PM	4
	WRK1-0031	Dec 10, 2008 3:05:43 PM	9
	WRK1-0032	Dec 10, 2008 3:06:47 PM	9
Letter to the Editor	WRK1-0007	Nov 16, 2008 9:29:27 AM	8
	WRK1-0012	Dec 10, 2008 2:05:33 PM	9
	WRK1-0013	Dec 10, 2008 2:07:23 PM	7
	WRK1-0017	Dec 10, 2008 2:23:31 PM	4
	WRK1-0027	Dec 10, 2008 2:39:36 PM	4
	WRK1-0028	Dec 10, 2008 3:02:43 PM	9
	WRK1-0034	Dec 11, 2008 11:03:36 AM	4
	WRK1-0034.R1	Dec 11, 2008 11:07:04 AM	6
	WRK1-0077	Dec 15, 2008 6:43:17 AM	6
	WRK1-0078	Dec 15, 2008 6:46:54 AM	6
	WRK1-0078.R1	Dec 15, 2008 7:36:39 AM	8
	WRK1-0080	Dec 15, 2008 7:15:03 AM	8

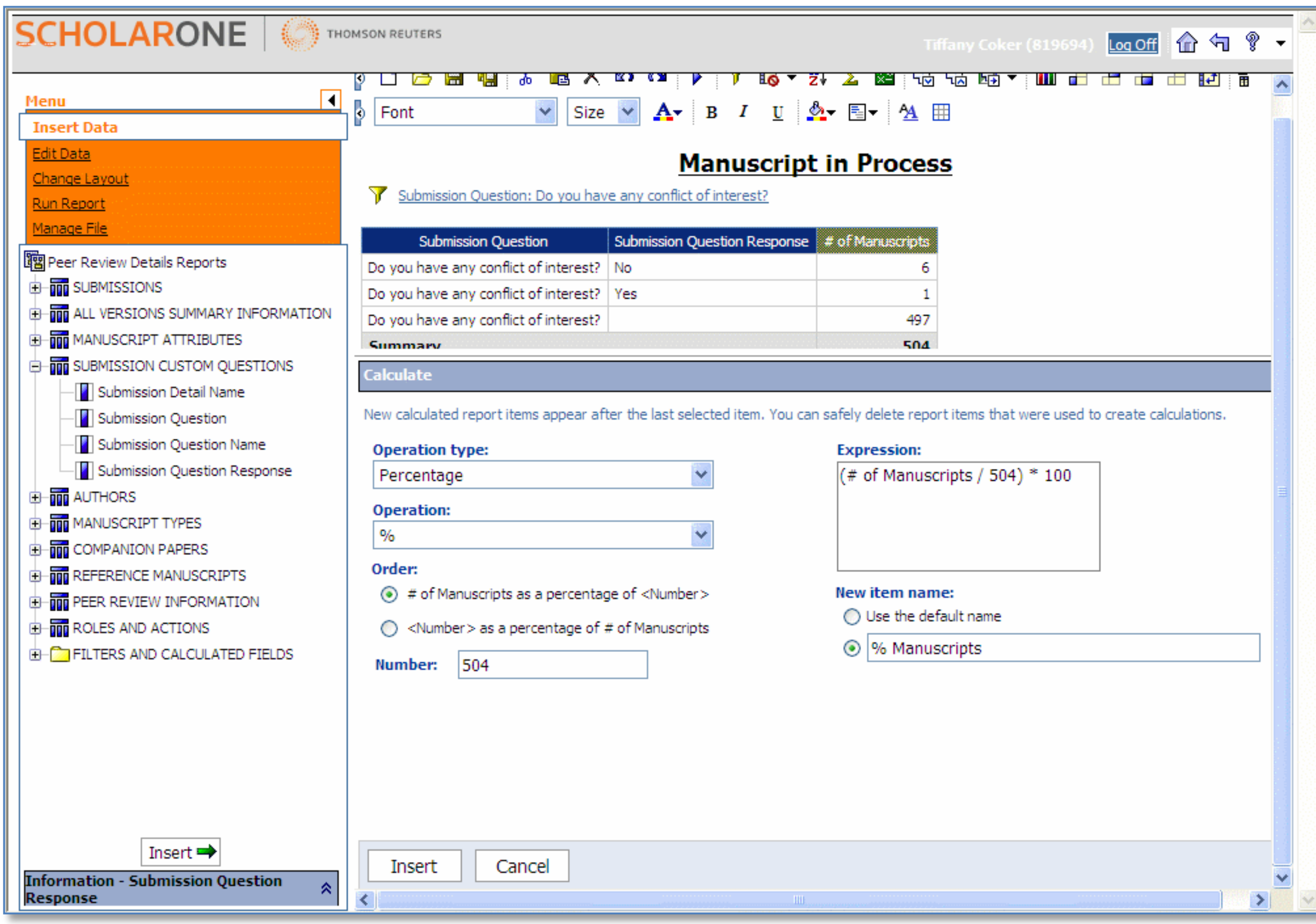
Unsummarized Report Results

Manuscript Type	Manuscript Id	Submission Date	# Manuscripts
Invited Review	WRK1-0018	Dec 10, 2008 2:24:46 PM	4
	WRK1-0032	Dec 10, 2008 3:06:47 PM	9
	WRK1-0031	Dec 10, 2008 3:05:43 PM	9
	WRK1-0026	Dec 10, 2008 2:38:28 PM	4
	WRK1-0025	Dec 10, 2008 2:36:17 PM	4
	WRK1-0020.R1	Dec 10, 2008 2:52:10 PM	6
	WRK1-0020	Dec 10, 2008 2:27:27 PM	4
	WRK1-0018.R1	Dec 10, 2008 2:47:09 PM	7
Invited Review			**47**
Letter to the Editor	WRK1-0140.R1	Dec 14, 2008 12:00:00 AM	4
	WRK1-0140	Dec 13, 2008 12:00:00 AM	6
	WRK1-0139.R1	Dec 14, 2008 12:00:00 AM	4
	WRK1-0139	Dec 13, 2008 12:00:00 AM	6
	WRK1-0134	Dec 13, 2008 12:00:00 AM	7
	WRK1-0133	Dec 13, 2008 12:00:00 AM	6
	WRK1-0104	Dec 15, 2008 11:20:36 AM	7
	WRK1-0080	Dec 15, 2008 7:15:03 AM	8
	WRK1-0078.R1	Dec 15, 2008 7:36:39 AM	8
	WRK1-0078	Dec 15, 2008 6:46:54 AM	6
	WRK1-0077	Dec 15, 2008 6:43:17 AM	6
	WRK1-0034.R1	Dec 11, 2008 11:07:04 AM	6

Summarized Report Results

X. ADDING A CALCULATED FIELD

You can add a column containing calculated data to report results. To create a calculated field, control-click the column headings to be used in the calculation and click the **Calculate** button.



XI. GROUPING AND UNGROUPING REPORT RESULTS

If a column in a report contains multiple instances of the same value, you may wish to group these identical values together. Grouping reorders the rows of a selected report so that identical values appear together and suppresses the display of duplicates. To group or ungroup data, click the column heading for the data you would like to group, and then click the **Group** or **Ungroup** button.

Manuscript Type	Manuscript Status	# Manuscripts
Invited Review	Awaiting Production Checklist	16
		22
Rapid Communication		5
Rapid Communication	Awaiting Assignment to Batch	11
Original Article		552
Original Article	Track Form 1	28
Original Article	Select Reviewers	97
Original Article	Select Authors	1
Original Article	Make AE Decision	44
Original Article	Invite Reviewers	41
Original Article	Complete Checklist	32
Original Article	Awaiting Reviewer Scores	56
Original Article	Awaiting Production Checklist	245
Original Article	Awaiting DigitalExpert™ Image Checks	24
Original Article	Awaiting Author Submission	8
Original Article	Assign Reviewers	30
Original Article	Assign AE	27
Letter to the Editor		65
Letter to the Editor	Make AE Decision	8
Letter to the Editor	Invite Reviewers	4

Ungrouped Report Results

Manuscript Type	Manuscript Status	# Manuscripts
Invited Review	Awaiting Production Checklist	16
		31
Invited Review		**47**
Letter to the Editor		65
	Make AE Decision	8
	Invite Reviewers	4
	Complete Checklist	8
	Awaiting Reviewer Scores	7
	Awaiting Production Checklist	17
	Assign Reviewers	10
Letter to the Editor		**119**
Original Article		552
	Track Form 1	28
	Select Reviewers	97
	Select Authors	1
	Make AE Decision	44
	Invite Reviewers	41
	Complete Checklist	32
	Awaiting Reviewer Scores	56
	Awaiting Production Checklist	245
	Awaiting DigitalExpert™ Image Checks	24
	Awaiting Author Submission	8

Report Results Grouped by Manuscript Type

XII. COLLAPSING AND EXPANDING REPORTS

You can view only the details you want by expanding and collapsing a report. Collapsing a report temporarily removes progressive levels of detail, making it easier to find and compare high-level summaries. Expanding a report restores the collapsed levels. To expand or collapse a report, click the **Collapse Group** or **Expand Group** button.

XIII. PIVOTING TO CREATE A CROSSTAB REPORT

Crosstab reports are useful for more concisely summarizing or grouping like information. In the first example below, the report shows Manuscript Type in a column, countries of submitting authors in rows, and then the number of manuscripts submitted for each country for that manuscript type in a column. The second example shows this information presented in a crosstab report. To create a crosstab report, open the report that you would like to use, click the column header that you would like to use for the top row in the crosstab, and then click the **Pivot** button. In the example below, we used # Manuscripts as our column header and clicked Pivot.

Manuscript Type	Country of Submitting Author	# Manuscripts
Invited Review	United Kingdom	47
Invited Review		**47**
Letter to the Editor	United States	36
	United Kingdom	63
	American Samoa	20
Letter to the Editor		**119**
Original Article	Zambia	10
	Yemen	13
	United States	821
	United Kingdom	173
	Denmark	14
	American Samoa	53
Original Article		**1,084**
Rapid Communication	United States	16
Rapid Communication		**16**
	United States	8
		8
Summary		**1,274**

Original Report Results

# Manuscripts	Letter to the Editor	Original Article	Invited Review	Rapid Communication		**Summary**
American Samoa	20	53				**73**
Denmark		14				**14**
United Kingdom	63	173	47			**283**
United States	36	821		16	8	**881**
Yemen		13				**13**
Zambia		10				**10**
Summary	**119**	**1,084**	**47**	**16**	**8**	**1,274**

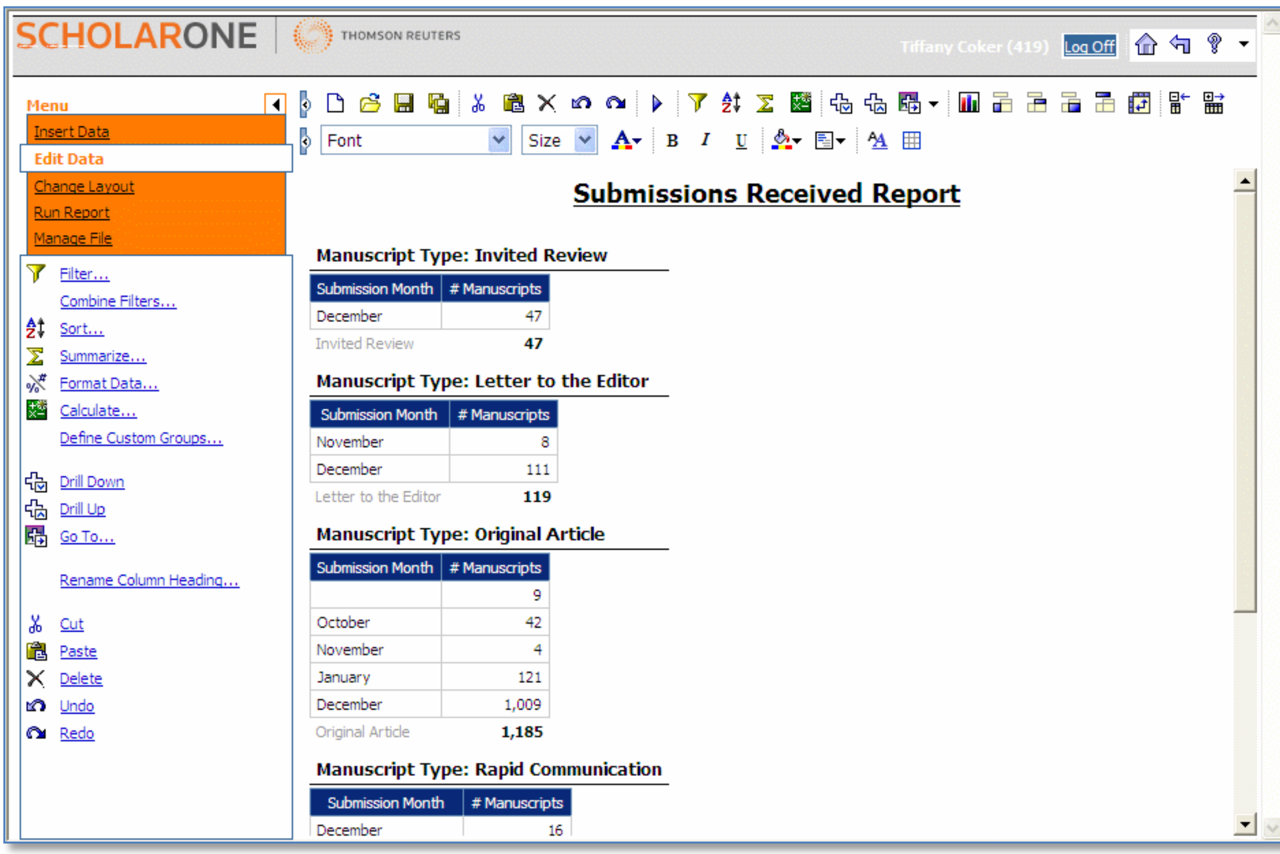
Report Results Displayed as a CrossTab Report

XIV. SWAPPING ROWS AND COLUMNS

You can swap rows and columns in crosstab (pivot) reports. To swap rows and columns, click the **Swap Rows and Columns** button.

XV. CREATING SECTIONS

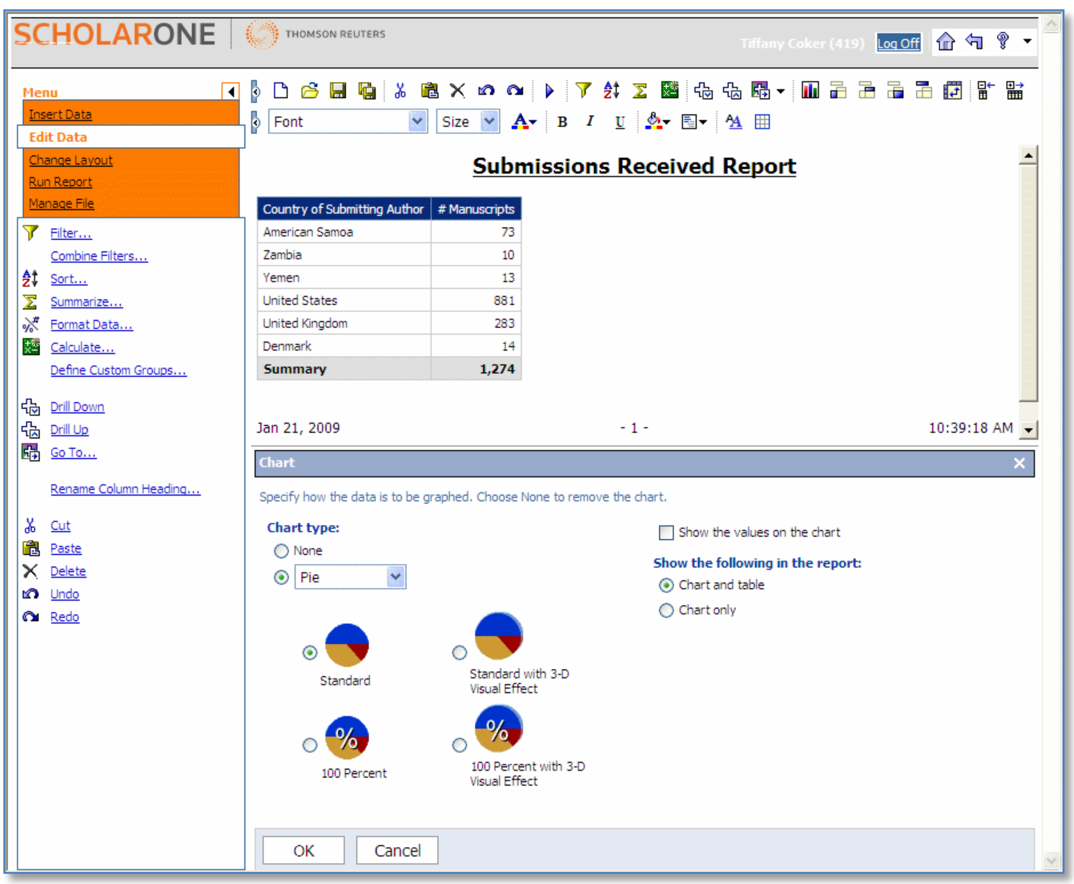
Sectioning a report allows you to display the value of a selected report item as the heading of a section. To create sections, click the column heading that you would like to use as the section header, and then click the **Create Sections** button.

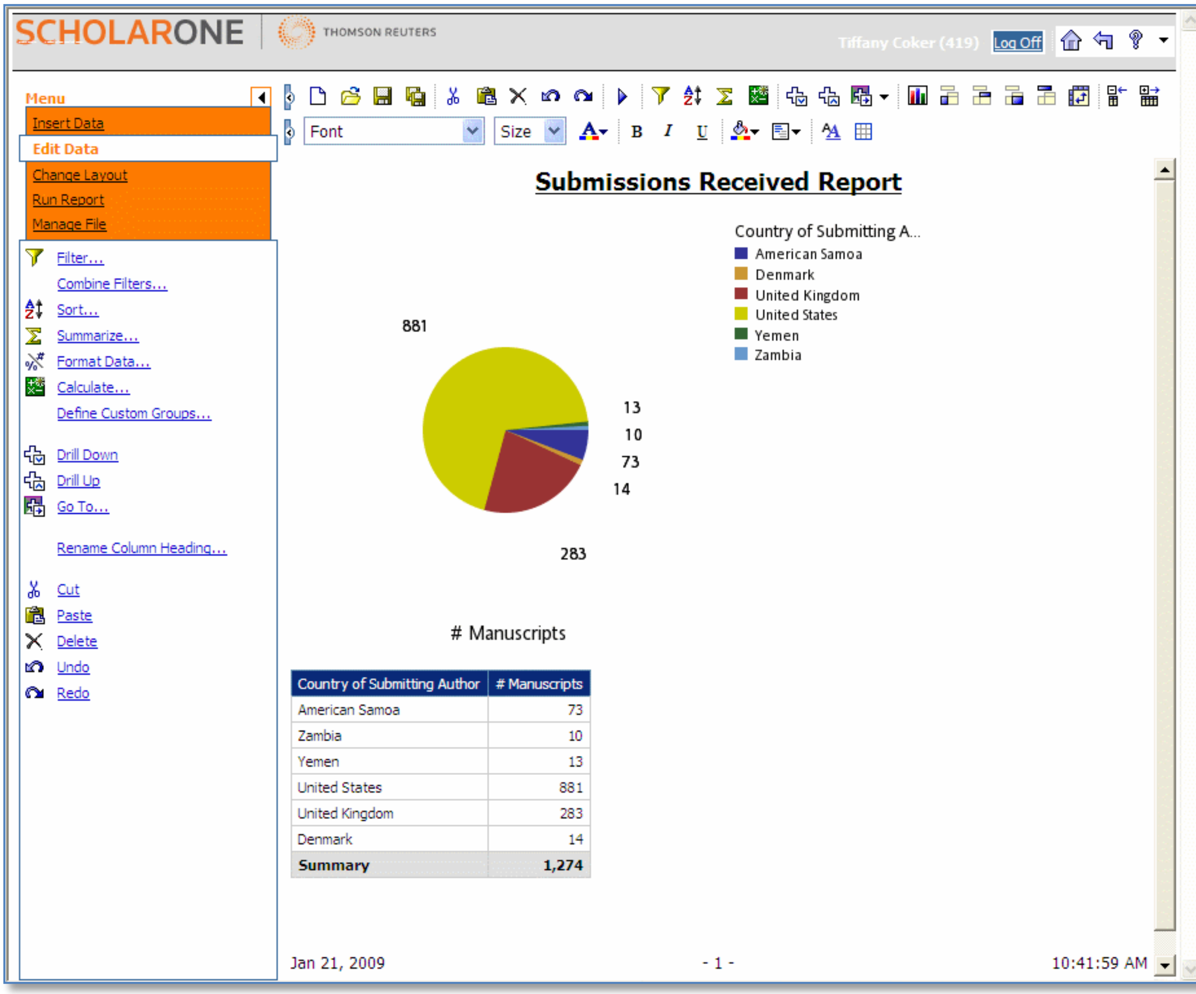


XVI. CREATING CHARTS AND GRAPHS

The Cognos interface supports pie charts, line graphs, bar charts, and many other types of standard charts and graphs. To create a chart, run the report that you would like to use and click the **Chart** button.

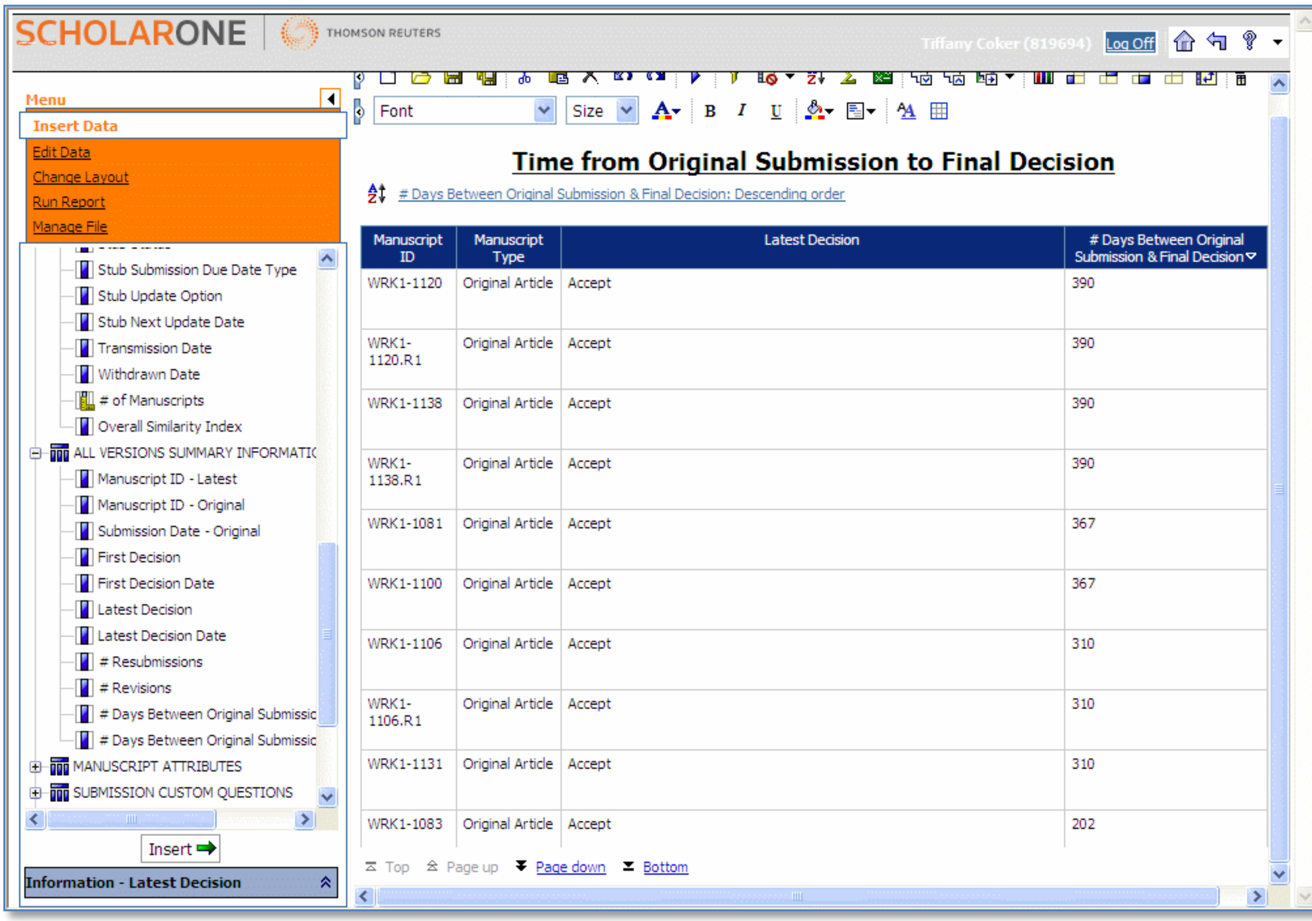
On the subsequent screen, select the type of chart you would like to insert and the options you would like, and click OK. The page will then refresh to show your report displayed with your chart.



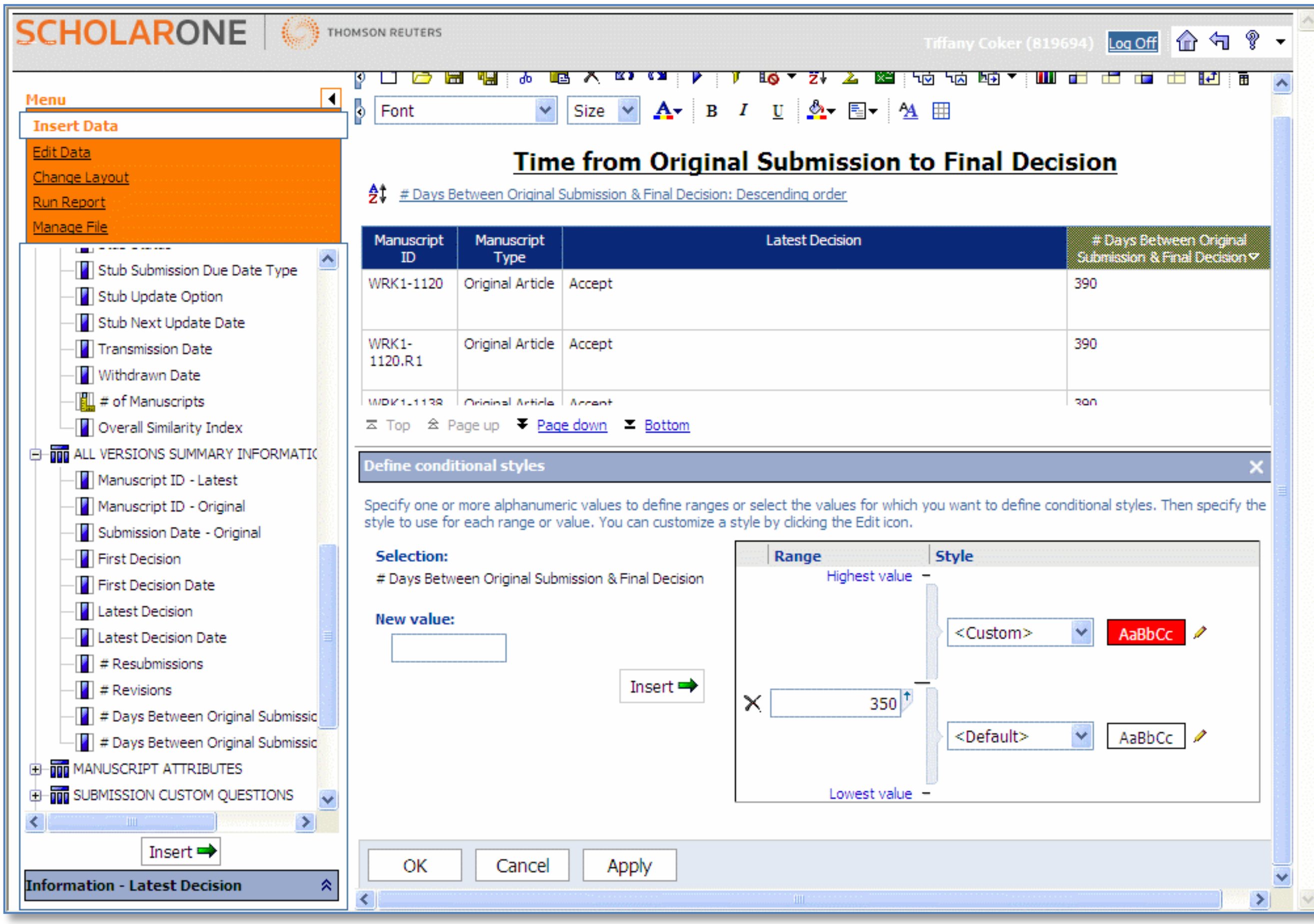

SCHOLARONE
THOMSON REUTERS
Tiffany Coker (419)
Log Off
Menu
Insert Data
Edit Data
Change Layout
Run Report
Manage File
Filter...
Combine Filters...
Sort...
Summarize...
Format Data...
Calculate...
Define Custom Groups...
Drill Down
Drill Up
Go To...
Rename Column Heading...
Cut
Paste
Delete
Undo
Redo
Font
Size
Submissions Received Report
Country of Submitting A...
American Samoa
Denmark
United Kingdom
United States
Yemen
Zambia
881
13
10
73
14
283
Manuscripts
Country of Submitting Author | # Manuscripts
American Samoa | 73
Zambia | 10
Yemen | 13
United States | 881
United Kingdom | 283
Denmark | 14
Summary | 1,274
Jan 21, 2009
- 1 -
10:41:59 AM

XVII. ADDING CONDITIONAL STYLES

Conditional formatting enables you to format cells based on the values within them. To set up conditional formatting, first select the column you want to format. Then, under the **Change Layout** menu on the left side of the screen, select **Define Conditional Styles**.



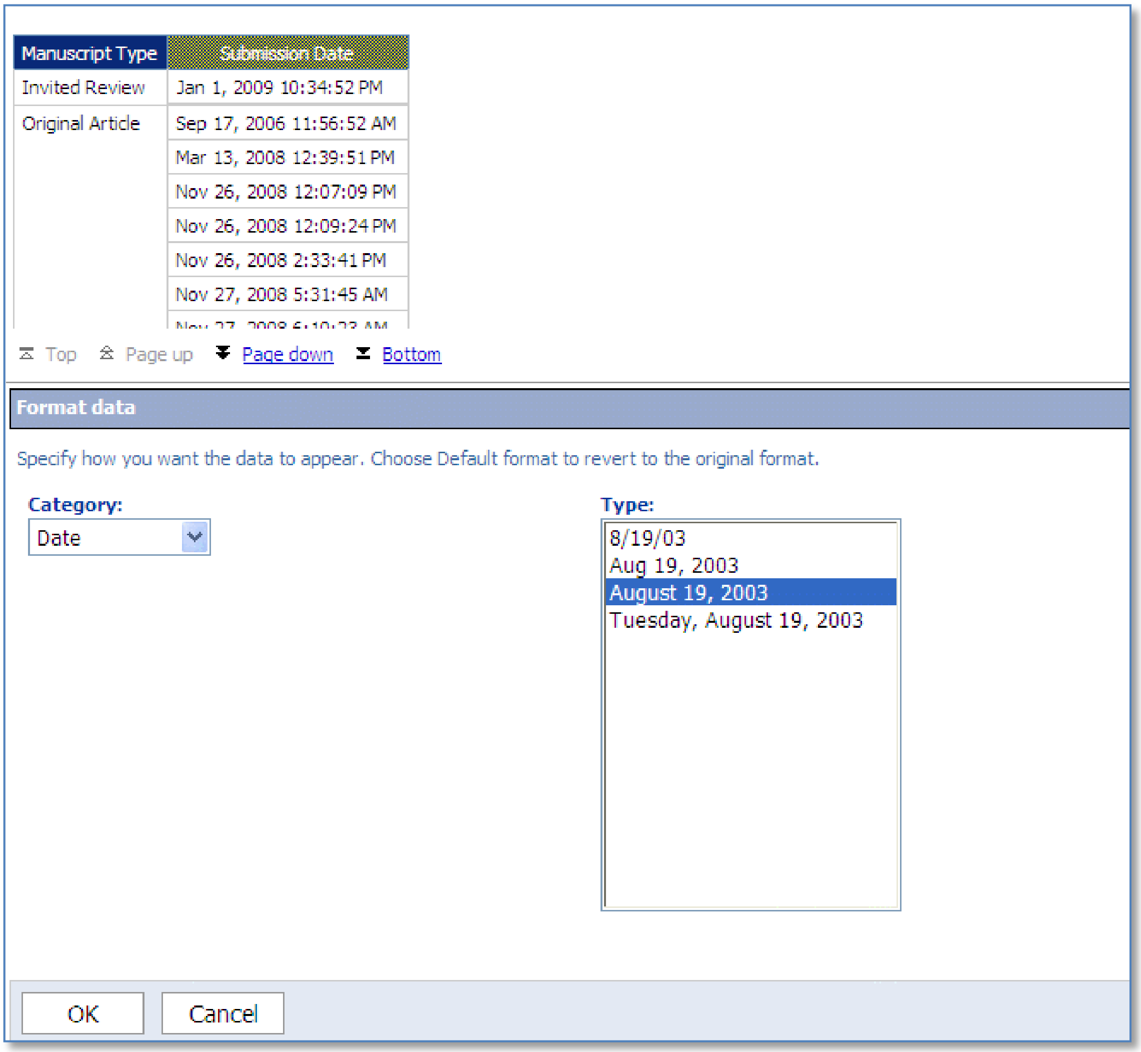
To define the display of certain values, enter the threshold before and after which the values on the report will be displayed in different styles into the **New value** textbox and click the **Insert** button. Next, select the style in which you'd like to display the results that fall above or below the value you entered. In the example below, we want to display in red any submission that took longer than 45 days to reach a final decision. You can enter multiple time intervals and styles, and then click **OK** to apply these changes to the report.



Manuscript ID	Manuscript Type	Latest Decision	# Days Between Original Submission & Final Decision
WRK1-1120	Original Article	Accept	390
WRK1-1120.R1	Original Article	Accept	390
WRK1-1138	Original Article	Accept	390
WRK1-1138.R1	Original Article	Accept	390
WRK1-1081	Original Article	Accept	367
WRK1-1100	Original Article	Accept	367
WRK1-1106	Original Article	Accept	310
WRK1-	Original Article	Accept	310

XVIII. FORMATTING DATE DATA

There are times when the dates displayed in reports do not match the format you would like to use. For example, the Submission Date column may use the month, day, year, and time of submission. To change this so the column only lists the month, day and year of submission, right-click on the Submission Date column and select the **Format Data** option. You can then select the format that you would like the data to be displayed in and click **OK**.



Submission Date
Jan 1, 2009 10:34:52 PM
Sep 17, 2006 11:56:52 AM
Mar 13, 2008 12:39:51 PM
Nov 26, 2008 12:07:09 PM
Nov 26, 2008 12:09:24 PM
Nov 26, 2008 2:33:41 PM
Nov 27, 2008 5:31:45 AM
Nov 27, 2008 6:10:23 AM
Nov 28, 2008 2:21:48 AM
Nov 28, 2008 6:26:20 AM
Nov 28, 2008 6:56:06 AM
Nov 28, 2008 11:02:56 AM
Nov 28, 2008 11:07:37 AM
Nov 28, 2008 11:12:02 AM
Nov 28, 2008 11:16:55 AM
Nov 28, 2008 11:26:17 AM
Nov 28, 2008 11:29:01 AM
Dec 1, 2008 8:38:07 AM
Dec 4, 2008 10:20:20 AM

Original Report Results

Submission Date
January 1, 2009
September 17, 2006
March 13, 2008
November 26, 2008
November 26, 2008
November 26, 2008
November 27, 2008
November 27, 2008
November 28, 2008
November 28, 2008
November 28, 2008
November 28, 2008
November 28, 2008
November 28, 2008
November 28, 2008
November 28, 2008
November 28, 2008
December 1, 2008
December 4, 2008

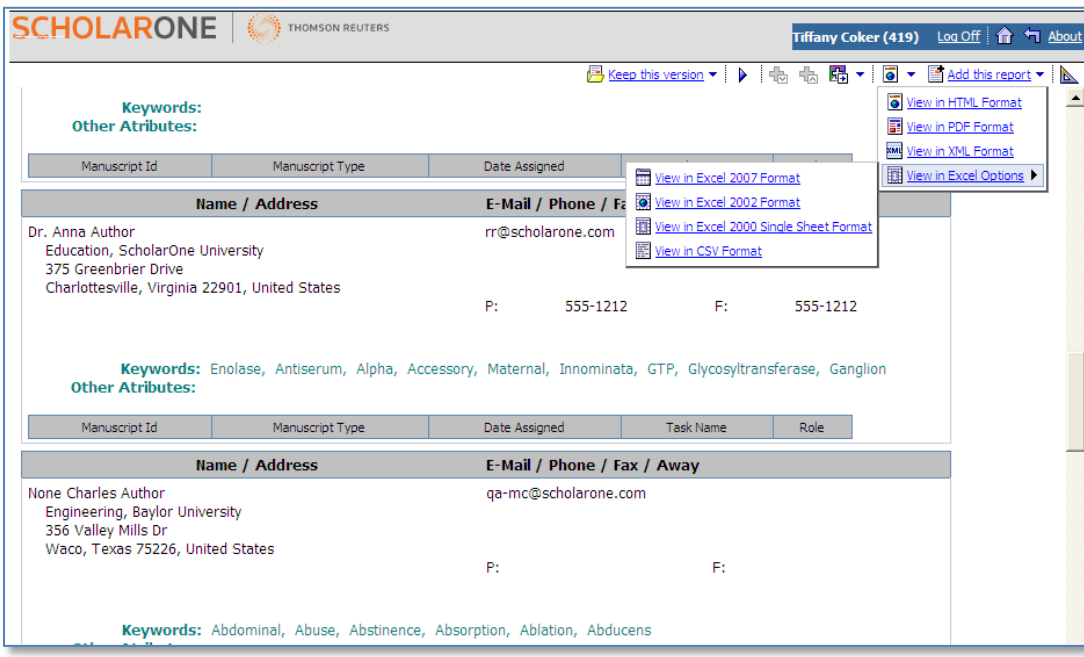
Report Results with Formatted Date Data

E. EXPORTING REPORT RESULTS

The Cognos reporting tool supports a variety of export formats, including PDF, Excel, CSV, and XML. The steps for exporting report results are different for Standard and Build Your Own Reports.

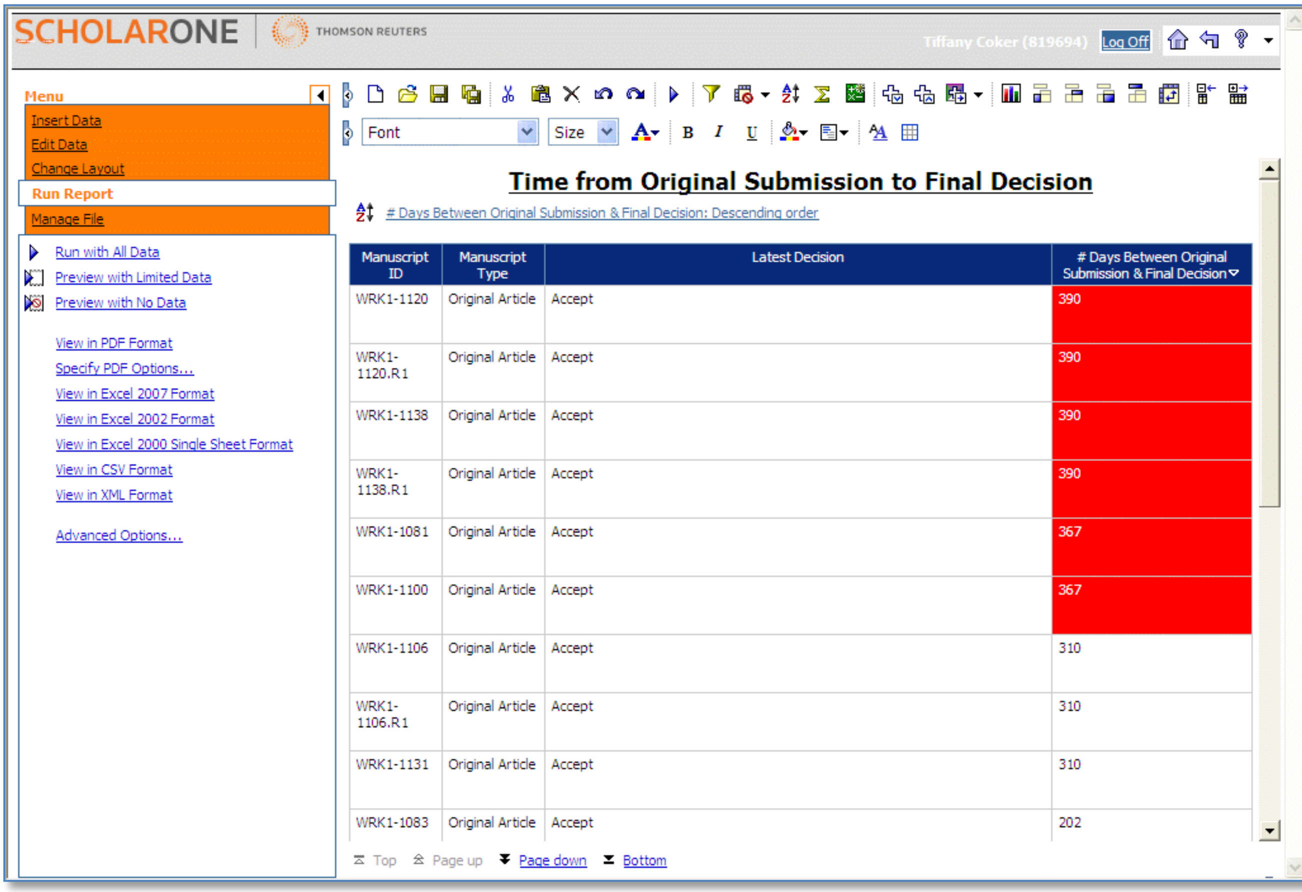
I. EXPORTING REPORT RESULTS FROM A STANDARD REPORT

From the Standard Report results screen, click the **View** button () to view or save the report results as HTML, PDF, XML, or Excel files.



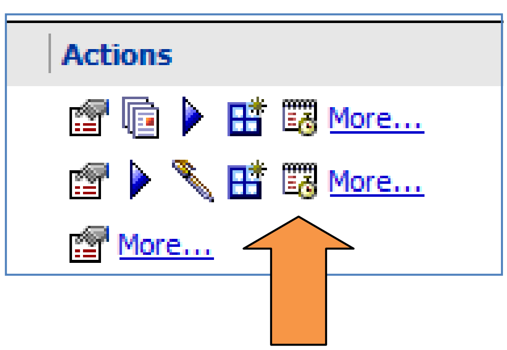
II. EXPORTING REPORT RESULTS FROM AN EXPANDABLE OR BUILD YOUR OWN REPORT

From Build Your Own Report results, export the results by clicking the **Run Report** menu item on the left side of the screen. From that menu, click the viewing option you would like, and the system will prompt you to open or save the file in the specified format.



F. SCHEDULING REPORTS

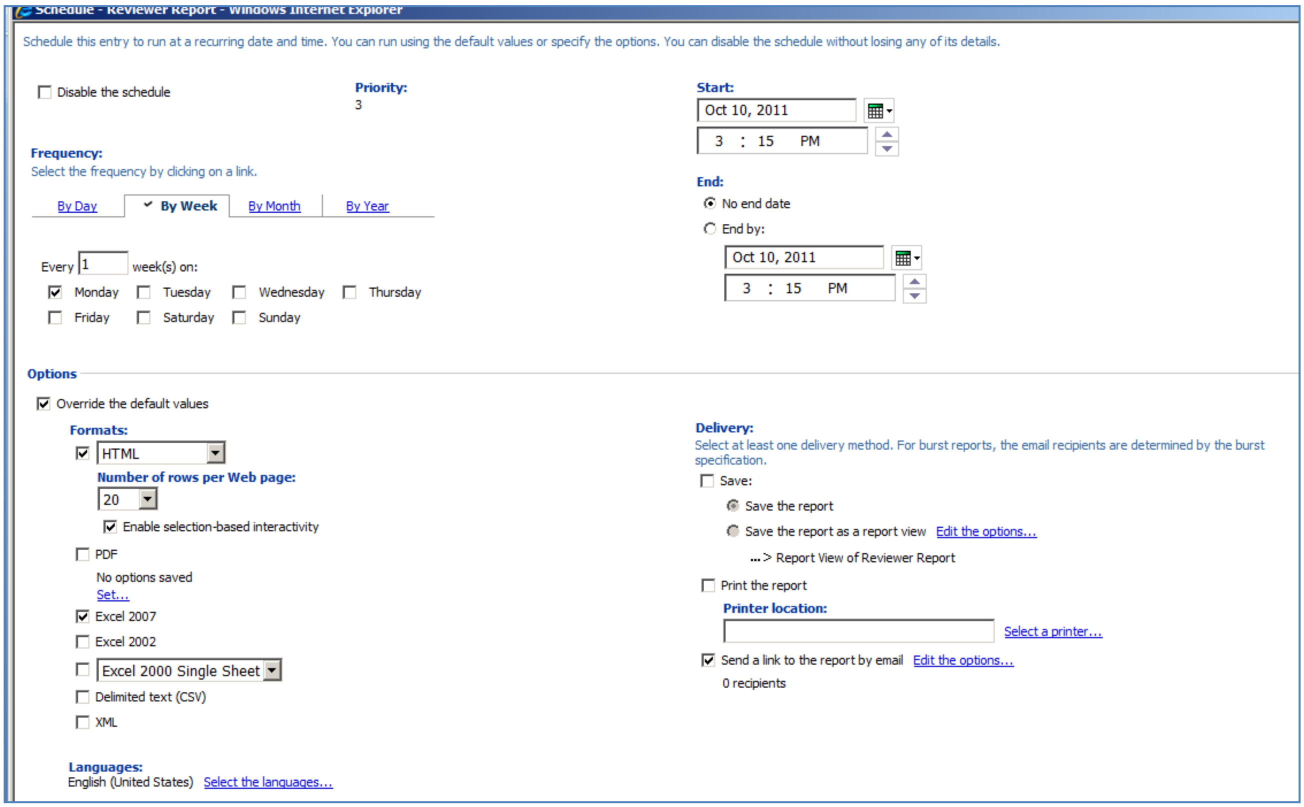
Any report you have saved into your **My Folders** tab can be scheduled to be delivered to you and to other people in your organization. Locate the Scheduling icon in the actions section of your list of reports.



The first thing you can set is the **Frequency** of how often you would like the report to be delivered. You can choose from daily, weekly, monthly or yearly options. All report schedules are base on Eastern Time US.

Next, by checking the **Override the Default Values** checkbox, you can select the **Format** and **Delivery** of your report. Be sure that you uncheck any options you do not want. Example: Uncheck the **Save** option in the **Delivery** section, and select **Send a link to the report by email.**

NOTE: The Print the report does not apply to ScholarOne Manuscripts

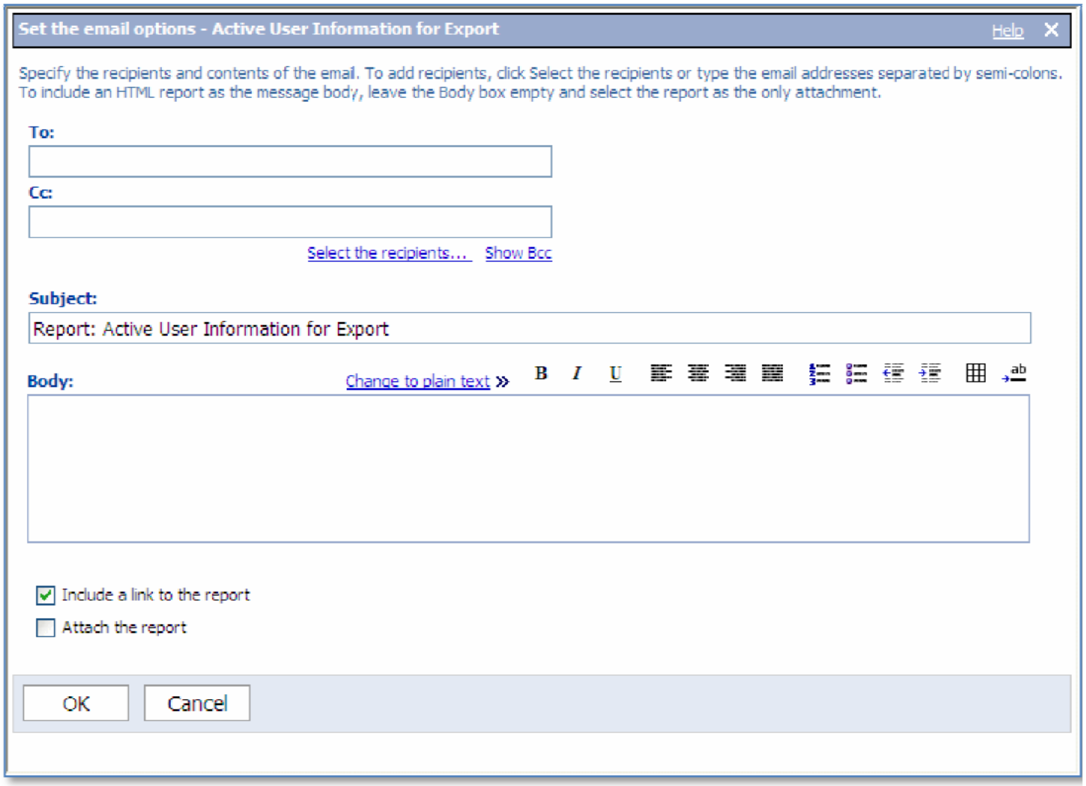


When setting up the email you can choose from the following:

Include a link to the report – The recipient will need to log into ScholarOne Manuscripts with their User ID and Password and then navigate to the Reports menu on their dashboard. Because of this authentication, the user will only see data that they have permissions to see (Editors will only see data related to submissions they are assigned to).

Attach the report – When you attach the report as a file, the user will see exactly what you see. This means an Editor would be able to see information about all submission and not just the one they are assigned to.

Be sure you do not check both options when setting up your email, as the system will not know which option to use.



G. TROUBLESHOOTING AND FAQ'S

Below are some commonly asked questions and solutions.

- How to build your own Cognos report showing manuscripts awaiting revision

We recommend using the Peer Review Details package if a list of manuscripts awaiting revision is required. To build a report with this information, do the following:

1. From within the Peer Review Details Cognos package, drag over these fields:

Manuscript ID

Decision

Submission Date

2. Filter on Decision to show only revision decisions. Click OK.

3. Filter on Manuscript ID to exclude "draft". Click OK.

4. Filter on Submission Date to show only missing values. Click on the "missing values" link in the filter pane, to select this option. Click OK.

5. Drag over the following filter: "Include Latest Versions Only", located under FILTERS AND CALCULATED FIELDS->FILTER ON MANUSCRIPT STATUS.

6. You should now see the four filters in the Combine filters section. CTRL+ click the following filters:

Decision: (Revision Decisions)

Include Latest Versions Only

7. Click "Group".

8. CTRL+ click the remaining two filters:

Submission Date: missing values only

NOT Manuscript ID: draft

9. To the left beside the filters, change the AND to OR.

10. Click OK and run the report with data.

- What are the Task and Task 2 fields? How do I use them?

The Task and Task 2 fields display all tasks associated with any manuscripts across all workflows on a single site. These two sets of fields are duplicates of each other, designed to allow custom calculations between two date fields. The task-related fields are as follows:

Task Name
Task Performer Name
Task Performer Role Name
Task Status
Task Type
Task Duration
Task Date Started
Task Date Completed
Task Date Abandoned
Task Date Due
Task Days Until Due
Days from Task Open to Completion
Workflow of Task
Workflow Abbreviation

The Task Name field displays all configured tasks associated with manuscripts. For example, a task name on a site may be "Admin Checklist" or "Select Reviewers".

To calculate between two task fields on manuscripts, do the following:

1. After dragging over Manuscript ID, drag over both Task Name fields: Task Name and Task 2 Name.
2. Decide what dates you would like to calculate between each task and drag over two of the following fields:

Drag 1 from this list:
Task Date Started
Task Date Completed

Drag 1 from this list:
Task 2 Date Started
Task 2 Date Completed

3. Filter to display a single Task Name for the first task you would like use for the upcoming calculation. If you are unable to locate the proper task associated with a particular manuscript, we recommend first filtering on Workflow Name in order to limit what is displayed under the Task Name field.
4. Filter to display a single Task 2 Name for the second task you would like to use for the upcoming calculation.
5. Select the two Task date fields you selected on step 2. Click "Calculate".
6. Select operation you would like performed between the two fields.
7. Click Insert. The new field displays the custom calculation between the two task dates on all manuscripts included in the report.

- Unable to edit/modify an existing filter - Receive Error Message

In certain circumstances, Cognos will prevent the modification of an existing filter. In order to change the filter, we recommend deleting the existing filter then creating a new filter using the same field.

- Cognos window closes when attempting to view Excel reports.

Problem: Unable to run reports or export in Excel format but PDF and HTML reports will run. The window closes when attempting to view Excel reports.

Solution: First, hold down the CTRL key upon attempting to run or export a report in Excel form. If this does not work then please check or do the following:
* Turn off Popup Blockers
* Remove Google Toolbar: Right click the IE tool bar and turn off Google toolbar
* Size of report: Large Excel reports take too long and if they exceed 63,000 rows, they will not open.
* Disable ALL popup blockers:

There could be a popup blocker built into your browser, but you may have 3rd party popup blockers installed.
Internet Explorer: Click Tools > Popup blocker > Turn off pop-up blocker
Mozilla Firefox: Click Tools > Options > Content > Uncheck "Block Pop-up Windows"

* Internet Explorer ONLY: Please check the following Configuration-Settings (see also solution titled, Cognos Reporting Web Browser Settings).

Steps:
1. Open Internet Explorer
2. Click 'Tools' -> 'Internet Options'
3. Click the 'Security' tab
4. Click on 'Internet'
5. Click 'Custom Level...'
6. Ensure the 'Automatic prompting for file downloads' and 'File Download' are enabled.
7. Click 'OK'
** Speed: Large excel reports need lots of bandwidth in order to run before the server times out. 1.5Mb/sec often will not be fast enough to run a large excel report.

- Two sets of addresses per author are displaying when using Author Address fields

Problem: In the Ad Hoc reports Peer Review Details package, two sets of addresses per author are displaying when using any Author Address field. If an author's address is updated by the submitting author or the journal on a manuscript, there may be two sets of addresses displaying.

Workaround: To get just the author details for the author data that is related to the given manuscript, use the **Author Type ID** field from the **Technical Fields** folder and filter the report by the Type ID number you would like to show. The meaning of the Author Type ID numbers is as follows:

"1": Submitting Author
"2": Contact Author
"3": Corresponding Author
"4":Co-Author
"5": Invited Author.

Filter on these numbers to get submitting author data for 1 - account-related, 3 - manuscript-related.
To get all authors on a manuscript, you can use option "4". This will pull all manuscript-related affiliation information.