After the EIC signs in, on the EIC dashboard shown in **Fig (1)**, the following options appear on the top of the page.

1. **SEARCH BAR**
   ① The status of any manuscript can be tracked by inserting the title, reference number or author’s name (the first name or last name is required only) in the search field on the top of the page as shown in **Fig (1)**.

2. **NOTIFICATIONS**
   ② Using this feature, the system sends notifications at different stages of manuscript processing to give updates about the manuscript as shown in **Fig (1)**.

3. **MESSAGE BOX**
   ③ The EIC can send a message to the Author, regarding any query or inquiry related to the manuscript as shown in **Fig (1)**.

4. **CHAT BOX**
   ④ The EIC can directly communicate with the author or journal manager in real time as shown in **Fig (1)**.

   *Note: The EIC should be online.*

5. **LOGOUT**
   ⑤ To exit the system, click on the logout button as shown in **Fig (1)**.
After the EIC logs in, three panels appear on the dashboard as shown in Fig (2):

- **MANUSCRIPTS (GT):** This panel displays activities related to the “General Topic”.
- **MANUSCRIPTS (Thematic Issue):** This panel displays activities related to the “Thematic issue”.
- **IN-HOUSE ACTIVITIES:** This panel displays internal activities.
6. EIC INITIAL APPROVAL

In manuscripts (GT) section, **EIC’s INITIAL APPROVAL** displays the total number of manuscripts submitted and awaiting EIC’s approval. On clicking the “EIC Initial Approval” in Fig (2), the system shows a complete list of manuscripts as shown in Fig (3).

① **NEW SUBMISSIONS:** This option displays the newly submitted manuscripts.

② **MANUSCRIPT IN PRE-REVISION:** This option displays manuscripts that are in the Pre-revision process.

   a) If the status shows “Pre-revision Awaiting”, the EIC can do the pre-revision on behalf of the author as shown in Fig (3a) indicated by the red arrow.

   b) By clicking on the manuscript that shows “Pre-revision Awaiting” status, the “PERFORMA FOR EDITOR EVALUATION” page appears shown in Fig (3b). On this page the revised file can be uploaded by clicking on “Drop file here to upload” option. If the status shows “Pre-revision completed”, the EIC can take the final decision by writing comments on the “Upload EIC comment” section on “PERFORMA FOR EDITOR EVALUATION” page as shown in Fig (3b).

③ **CROSS VERIFICATION REJECTED:** This option shows the articles rejected by the cross verification department due to incomplete information of Author, Affiliations and E-mail address as shown in Fig (3).
Fig (3)
**PERFORMA FOR EDITOR EVALUATION**

**BMS-CAR-2018-58**

**Title:**

**Abstract:**

**Submitted Date:**

**Author's Details**

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<tr>
<td>Life Long Citations</td>
<td></td>
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**Author Details**

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**Files**

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<tr>
<td>2</td>
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<td>Copyright Letter</td>
<td>07-03-2018</td>
<td>sadia ahmed</td>
<td></td>
</tr>
</tbody>
</table>

**UPLOAD EIC COMMENTS**

- **Comments:**
  
- **Attachment:**

**Actions:**

- Approve & Continue
- Reject & Continue
- Pre-Renewal & Continue

---

**Fig (3b)**
6.1 PERFORMA FOR EDITOR EVALUATION

By clicking on the article title in the **New Submission** (Labelled 1) panel, as shown in Fig (3), the “Performa for Editor Evaluation” page appears as shown in Fig (4).

① View the abstract by clicking on the “**VIEW ABSTRACT**” button.

② To add a new author, click on the “**+Add New Author**” button.

③ To see the author’s affiliation details, click on the “**DETAILS**” button.

④ To delete the author, click on the “**DELETE**” button.

⑤ To edit the author’s information, click on the “**EDIT AUTHOR**” button.

⑥ To Download a file, click on the “**Download**” button.

⑦ To delete the file, click on the “**DELETE**” button.

⑧ In “**UPLOAD EIC COMMENTS**” section, the EIC is required to take action on whether the manuscript has to be pre-revised, rejected or approved.
Fig (4)
**Pre-Revision and Continue**: By clicking on the “Pre-revision and Continue” button in the “Upload EIC comments” section ‘⑧’ in Fig (4), the submission proceeds for pre-revision in the “MANUSCRIPT IN PRE-REVISION” section as shown in Fig (5).

![Fig (5)](image)

**Reject and Continue**: By clicking on the “Reject and Continue” button in the “Upload EIC comments” section ‘⑧’ in Fig (4), the submission proceeds for review in the QA department. Here, the QA takes the decision whether to permanently decline or revert the rejected manuscript as shown in Fig (6).
Approve and Continue: By clicking on the “Approve and Continue” button in the “Upload EIC comments” section ‘⑧’ in Fig (4), the submission moves from “EIC APPROVAL” to “MANUSCRIPT IN QC” and “MANUSCRIPT IN REVIEW” simultaneously, as shown in Fig (7).
By clicking on “MANUSCRIPT IN QC” and “MANUSCRIPT IN REVIEW” as shown in Fig (7), a list of all the manuscripts appears. Fig (8a) shows the “Manuscripts in QC” and Fig (8b) shows the “Manuscripts in Review”.

![Fig (8a)](image_url)
7. MANUSCRIPT IN REVIEW

This section has the following sub-sections.

7.1 Summary
7.2 Submission files
7.3 Review
7.4 Handling Editor Assignment
7.5 Peer Review Process
7.6 History

7.1 Summary

By clicking on the “Manuscript in Review” panel in “MANUSCRIPTS (GT)” section on the dashboard in Fig (7), manuscripts appear, clicking on the manuscript, “Summary” section appears on “Manuscript Details” page in Fig (9). In the “Summary” tab as
shown in Fig (9), the EIC can see the basic details of the manuscript. Author’s details can be viewed by clicking on the “Details” button indicated by the red arrow.

![Manuscript Details](image)

**Fig (9)**

### 7.2 Submission Files

By clicking on the “Submission File” tab on “Manuscript Details” page, all the uploaded files appear as shown in Fig (10).
7.3 Review

By clicking on the “Review” tab on “Manuscript Details” page, the page shown in Fig(11a) appears.

This section shows the complete details of the manuscript including QC decision and Reviewers comments.

In the “Reviewer Comments Received” section,
① The reviewer's comments can be viewed by clicking on the “View Comments” button.
② The EIC can only take the Decline decision from here.
Fig (11a)
Decline: When the EIC takes a “Decline” decision from the drop-down list, the Email page appears as shown in Fig (11b). The EIC sends an e-mail to the author about the decision. After the “Decline” decision the manuscript proceeds to the same department for internal audit.

Fig (11b)
7.4 Handling Editor Assignment

By clicking on the “Handling Editor Assignment” tab on “Manuscript Details” page in Fig (9), the page shown in Fig (12) appears.

In this section as shown in Fig (12), the EIC assigns the Handling Editor by clicking on the “ADD EDITOR” button.

The Handling Editor Assignment tab is linked to three sections

- **Requested Editors**: It displays that the Handling Editor Assignment request has been sent but not accepted by the editor yet.

- **Accepted Editor**: It displays that the Handling Editor has accepted the Handling Editor Assignment request.

- **Regretted Editor**: It displays that the Handling Editor has declined the Handling Editor Assignment request.
On clicking the “Add Editor” button in Fig (12), a list of all the editors appears on the dashboard as shown in Fig (12a). The Handling Editor is assigned by clicking on the “ASSIGN” button as indicated by the red arrow.
The “Assign” button opens an E-mail page as shown in Fig (12b), through which the EIC can send the email containing “User ID” and “Password” to the Handling Editor.
On the Manuscript details page in Fig (9), clicking on the “Peer Review Process” tab opens the panel shown in Fig (13a).
In this panel, the EIC can assign the review to any reviewer as shown in Fig (13a).

In Fig (13a),

① By clicking on the “Reviewers” button, the EIC can view all the reviewers as shown in Fig (13a).

② By clicking on the “EBM” button in Fig (13a), the list of EBMs appears as shown in Fig (13b). The EIC can search for the assigned EBM by entering the Email in the search field in Fig (13b), the reviewer appears as shown in Fig (13c) by clicking on the “Already
**Assigned View History** button indicated by the arrow ‘①’ in Fig (13c); reviewers details appear on the same page as shown in Fig (13c).

3. By clicking on the “Assigned Reviewer” button as shown in Fig (13b), the list of assigned reviewers appears as shown in Fig (13d); by clicking on the “View History” button in Fig (13d), the reviewer’s history appears as shown in Fig (13e).

4. By clicking on the “Edit Icon” as shown in Fig (13a), the EIC can edit the reviewer’s details.

5. By placing the mouse (not clicking) over the icon as shown in Fig (13a), the reviewer’s affiliation appears.

6. By clicking on the “Affiliation” button as shown in Fig (13a), the EIC can view the Reviewer’s details.

7. By clicking on the “Assign” button as shown in Fig (13a), the EIC can assign the manuscript to the reviewers.

8. To post review comments, click on the “Review Form” button as shown in Fig (13a).

9. To cancel the review process, click on the “Cancel” button as shown in Fig (13a).

10. By clicking on the “Send Reminder” button as shown in Fig (13a), the EIC can send the reminder via Email.

11. By clicking on the “Confirm” button as shown in Fig (13a), the EIC can do the review on behalf of the reviewer.

12. To cancel the assigned reviewer, click on the “Cancel” button as shown in Fig (13a).

13. The reviewer’s recommendation is shown in “Reviewers comments received” section as shown in Fig (13a).

14. Clicking on the “Comments” button displays detailed comments on the manuscript as shown in Fig (13a).

15. “Regretted reviewers” tab lists the names of reviewers who did not carry out the review.

16. By clicking on the “Mark as Completed” button, the review process is completed [Fig (13f)]
*Note: Step “⑰” is a necessary step for Editorial decision.

*NOTE: As per company policy, the review request cannot be sent to the same manuscript’s author and co-author. The reviewers should not belong to the country of the author and co-author.

**REVIEWERS COMMENTS AWAITED**: This section displays the names of the reviewers from whom the comments are awaited as shown in Fig (13a).

**REVIEWERS COMMENTS RECEIVED**: This section displays the reviewer’s comments that have been received as shown in Fig (13a).

**REGRETTED REVIEWERS**: This section shows the names of the reviewers who declined to undertake the review as shown in Fig (13a).
Fig (13d)
Fig (13e) Assigned manuscript

Fig (13f)
On the EIC dashboard as shown in Fig (2), by clicking on the “Add Reviewer” tab indicated by the red arrow ‘1’ on the left panel of the page in Fig (2), “Add New Reviewer” panel appears as shown in Fig (13g), on this panel a new reviewer can be added. Fill all the given fields and click on the “Save and Continue” button to add the reviewer as shown in Fig (13g)
7.6 History
By clicking on the history tab on Fig (13a), all the event logs and emails log history appear as shown in Fig (14).
8. AWAITING EIC DECISION

By clicking on the EIC portal in Fig (14) indicated by red arrow ‘ⓐ’, the EIC dashboard appears as shown in Fig (15a). On the EIC dashboard, by clicking on the “Awaiting EIC Decision” in Manuscripts (General topic), the page shown in Fig (15b) appears.
This section in Fig (15b) contains manuscripts that have passed from the “Cross Verification” and “Review” process and the EIC has to take a decision as follows.

**Accept**: Once the EIC takes the **Accept** decision from the drop-down list as show in Fig (15b), the manuscript proceeds to the Quality Assurance department for internal audit.

**Revision Required**: When the EIC takes the **Revision required** decision from the drop-down list as show in Fig (15b), the manuscript proceeds for author’s revision.

**Resubmit for Review**: When the EIC takes the **Resubmit for review** decision from the dropdown list as show in Fig (15b), the manuscript goes back to the Review process.

**Decline**: When the EIC takes a **Decline** decision from the drop-down list shown in Fig (15b), an email page appears as shown in Fig (15c). The EIC sends the Email to the author about the decision. The manuscript proceeds to the same department for internal audit.
Fig (15a)
Fig (15b)
Fig (15c)
9. Awaiting Revision

By clicking on the “Awaiting Revision” (shown in Fig 16) in Manuscript (General topic) on dashboard, the page shown in Fig (16a) appears.

In this section, the EIC can track the manuscripts which are in revision. On JMS, the personnel in the Quality Checking (QC) department work in parallel. In case of any discrepancy, the QC department may request the author for revision. In this case, revision requests go to the “Awaiting Revision” section. After reviewer’s comments, the EIC may request the author for revision. In this case too, the revision request goes to the “Awaiting Revision” section.

![Fig (16)](image-url)
10. SUPPORT

In case of any query/suggestion, you can use our online support system to create a ticket. Our Support department will reply as soon as possible. To generate a new ticket, click on the “Support” option given on the left panel of the dashboard as shown in Fig (17).

The “Open a New Ticket” section appears as shown in Fig (18).
10.1 **Open a New Ticket**

As shown in Fig (18).

1. The desired “**Help Topic**” can be selected, which leads to “**Ticket Details**”.
2. The details can be provided in the “**Ticket Details**” section.
   2.1 The file can be uploaded by clicking on the “**Choose file**” link or drag and drop the file.
3. The “**Reset**” button clears all the boxes and gives a reset option.
4. By clicking on the “**Create Ticket**” button, a new ticket is generated.
5. To cancel the ticket, click on the “**Cancel**” button.
By clicking on the “Create Ticket” button marked as ‘①’ in Fig (18), the ticket panel appears in this section as shown in Fig (19), which gives the following options
① View the ticket number.
② View the information about the ticket and user.
③ Send the reply.
④ Print the page by clicking on the “Print” button.
⑤ By clicking on the “Edit” button, the given details can be edited.
By clicking on the “Ticket” tab in Fig (19), the page shown in Fig (20a) and (20b) appears. A specific ticket can be searched by entering the ticket number indicated by the red arrow marked as ‘1’.

Clicking on the “Search” button displays all the tickets. Open tickets can be viewed by clicking on the “Open” link as shown in Fig (20a) indicated by the red arrow marked as ‘2’. Closed tickets can be viewed by clicking on the “Closed” link as shown in Fig (20b) indicated by the red arrow marked as ‘3’.

**Open Ticket:** Open ticket means that the question has not been answered or the issue has not been resolved.
**Closed Ticket:** Closed ticket means that the team has resolved the issue related to the question.

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**Fig (20a)**

**Fig (20b)**