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1. GLOBAL SEARCH

① Find the status of any manuscript by inserting the title, reference number or author name in the search field.

2. NOTIFICATIONS

② Using this feature, the system sends notification at different stages of manuscript processing just to give updates you about the manuscript.

3. MESSAGE BOX

③ The author can send message/Query to the Journal Manager/EIC, notifying them instantly about this message.

4. CHAT BOX

④ The EIC/Journal manager can directly communicate with the author in real time.

*Note: The EIC/Journal Manager must be online.

5. LOGOUT

⑤ If you wish to logout, then click on the logout button.
6. INITIAL APPROVAL of EIC

After user login, on the user dashboard, you can see three panels,

- **MANUSCRIPTS (GT):** This panel shows all the activities related to the “General Topic”.
- **MANUSCRIPTS (Thematic Issue):** This panel shows all the activities related to the “Thematic issue”.
- **IN-HOUSE ACTIVITIES:** This panel shows all the internal activities.

You can see “INITIAL APPROVAL of EIC” in manuscripts (GT) as shown in Fig (2). It shows the total number of manuscripts submitted and awaiting EIC approval. Once you click on it, the system shows the complete list of manuscripts as shown in Fig (3).
① NEW SUBMISSION: This panel shows all the newly submitted manuscripts.

② MANUSCRIPTS IN PRE-REVISION: This panel shows all the manuscripts that are in the Pre-Revision process.

③ MANUSCRIPTS AWAITING EIC APPROVAL: This panel shows all the manuscripts awaiting EIC’s initial approval.

④ CROSS VERIFICATION REJECTED: This panel shows all the rejected articles by cross verification department due to incomplete information of Author, Affiliations and E-mail as shown in circled numbers in Fig (3).

Fig (3)
6.1- PERFORMA FOR EDITOR EVALUATION

Once you click on the Reference number in “NEW SUBMISSION” panel in Fig (3), “PERFORMA FOR EDITORIAL EVALUATION” page appears.

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

② If you want to add a new author then click on the “+Add New Author” button.

③ If you want to see the author’s affiliations details, then click on the “DETAILS” button.

④ If you want to delete the author, then click on the “DELETE” button.

⑤ If you want to edit the author’s information, then click on the “EDIT AUTHOR” button.

⑥ If you have uploaded the wrong file, then click on the “DELETE” button, and click on “DOWNLOAD” button to download the files.

⑦ If you want to upload/replace any file, then click on the “DROP FILE HERE TO UPLOAD”.

⑧ Send an Email to the EIC by clicking on “SEND EMAIL TO EIC” button as shown in Fig (4).
Fig (4)
6.2- SEND EMAIL TO EIC

An email page will open after you click on “SEND EMAIL TO EIC” button (Fig-4).

You can send an Email to EIC. You can also add multiple email’s, if you want to send the files then select the check box in “ATTACHMENT FILES” option and proceed further by clicking on “Send Email & Continue” button Or cancel the process by clicking on “Cancel Email” button as shown in Fig (5).

Fig (5)
① in some cases, the EIC may ask you to resend the e-mail; you can resend the e-mail by clicking on “RESEND” button.

② After sending email, your submission will show in “MANUSCRIPTS AWAITING EIC APPROVAL” panel. Here your manuscript will wait for EIC’s approval shown in Fig (6).

Fig (6)

6.3- PERFORMA FOR AUTHOR/ GUEST EDITOR EVALUATION

① By clicking on the article title, in “Manuscript awaiting EIC Approval” Panel, “UPLOAD EIC COMMENTS” page appears as shown in Fig (7). The EIC/ journal Manager (JM) required to take action whether the manuscript has to be pre-revised, rejected or approved.

- **Pre-Revision and continue:** By clicking on the “Pre-revision and continue” button, the submission goes back to “New Submission” as shown in Fig (8).

- **Reject and continue:** By clicking on the “Reject and continue” button, the submission proceeds for review in QA department. Here the QA will take a decision whether to permanently decline or revert the rejected manuscript as shown in Fig (9).

- **Approve and continue:** By clicking on the “Approve and continue” button, your submission will move from “EIC APPROVAL” to “MANUSCRIPT IN QC” and “MANUSCRIPT IN REVIEW” simultaneously as shown in Fig (10), Fig (11a) shows the “Article in QC” and Fig (11b) shows the “Article in Review”.
Fig (7)
Fig (8)

Fig (9)
7. Awaiting EIC Decision

This portal shows all the manuscripts that have passed from “Cross Verification” and “Review” and the EIC/Journal Manager (JM) has to take decision.

Fig (11b)

Fig (12)
There are sections in **AWAITING EIC DECISION**.

- Submission
- Review
- Handling editor assignment
- History

### 7.1- SUMMARY

In the summary tab, the EIC/Journal Manager JM views the basic details of manuscript. You can also view the author’s details by clicking on the “**Details**” button as shown in **Fig (13)**.

![Fig (13)](image-url)
7.2- SUBMISSION

This tab shows all the uploaded files, which can be downloaded by clicking on the “Download” button as shown in fig (14).

![Fig (14)]
7.3- REVIEW

This portal shows the complete details of manuscripts including QC decision and Reviewers comments. In the “Reviewer Comments Receive” panel as shown in Fig (15).

1. You can view the reviewers comments by clicking on the “View Form Detail” button,

2. You can view the reviewer details by clicking on the “Reviewer Detail” button,

3. You can send the e-mail for re-review of the manuscript to the reviewer by clicking on the “Re review” button,

4. You can send the reviewer’s comments to the EIC through email.

In the “Review completed ✔” panel, the EIC/Journal Manager (JM) takes following decisions i.e. “accept”, “decline” or “revision required” from the drop-down list, if it is done by the Journal manager (JM), then he can also attached the EIC approval Email by clicking on the “choose file” button, and then click on the “Upload” button to upload the file, Click on the “save” button to proceed further.

Accept: Once the EIC/Journal Manager (JM) takes Accept decision from the drop-down list, the manuscript proceeds to the Quality Assurance department for internal audit.

Decline: When the EIC/Journal Manager (JM) takes a Decline decision from the drop-down list, the manuscript proceeds to the same department for internal audit.

Revision Required: When the EIC/Journal Manager (JM) takes Revision required decision from the drop-down list, the manuscript proceeds for author’s revision.
Fig (15)
7.4- HANDLING EDITOR ASSIGNMENT

In this portal, the EIC/JM can assign the EBM by clicking on the “ADD EDITOR” button. Once you click on it, all EBMs appears. You can choose the EBM by assigning the handling editor by clicking on “ASSIGN” button as shown in Fig (16).

**Requested Editor:** This panel shows the name and the email of the person to whom the EIC/JM send the editor assignment request.

**Accepted Editor:** This panel shows the name and email of the person who accepted the Editor Assignment request.

**Regretted Editor:** This panel shows the name and email of the person who rejected the Editor Assignment request.

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![Fig (16)](image-url)
7.5- HISTORY

This panel shows all the event logs and emails log history as shown in Fig (17).
8. AWAITING AUTHOR REVISION

In this portal, the EIC can track all the articles which are in revision as shown in Fig (18).

![Fig (18)](image)

9. MANAGE WOBBLY

The EIC/Journal manager (JM) can mark the journal as “wobbly”, if the article flow is not good in this journal. In such a case, the QC department and review department process the submitted article as rapidly as possible in this journal.
You can select the “journal” by clicking on the drop-down list as shown in Fig (20).
You can assign the appropriate wobbly “category” of the journal from the drop-down list and click on the “Save” button to mark the article as wobbly. You can unlist the journal from the wobbly category by clicking on the “Delete” button as shown in Fig (21).
10. IMPORT EBM’s

By clicking on “Import EBM’s” as shown in Fig (22), the EBM’s Dashboard appear here, you can see all the imported EBM’s as shown in Fig (5).

![Fig (22)](image)

By clicking on “Import EBM’s” button, all the EBMs appear on the dashboard. You can search the EBM’s of the related journal by selecting the journal from the drop-down list and click on the “Search” button.
11. ARTICE REPORT

By clicking on the “Article Report”, the panel of the report appears as shown in Fig (24).
You can extract the article report by inserting the **Date** and the related **Journal** and click on the “search” button as shown in **Fig (25)**.

![Fig (25)](image_url)

Articles report is shown in the **Summary** and **Current Manuscript Status** panels, as shown **Fig (26)**;

1. In the summary tab, 60 manuscripts have been submitted, 44 articles are in process, 8 articles are published and 6 articles are in archived.

2. In the current Manuscript Status, there are 57 article in the EIC’s initial approval panel, 34 articles are in QC, 41 articles are in review, 16 articles are in revision and 0 article is in QA.
12. 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 in the left panel as shown in Fig (27).
12.1 Open a New Ticket

In this portal as shown in Fig (28)

① You can select the appropriate “Help Topic”. Once you select it, “Ticket Details” panel appears.

② You can provide the details in the “reason for opening the ticket”. You can also upload the file by clicking on “Choose them” link or drag and drop the file.

③ You can reset the entire filled fields by clicking on the “Reset” button.

④ By clicking on “Create Ticket” button, a new ticket is generated.

⑤ If you want to cancel the ticket, then click on the “cancel” button.
By clicking on “Create” button, the ticket panel appears in this portal as shown in Fig (29),
① You can view the ticket number.
② You can view the information about the ticket and user.
③ You can send the reply.
④ You can print the page by clicking on the “Print” button.
⑤ By clicking on the “Edit” button, you can edit the given details.
You can search the specific ticket by entering the ticket number. Once you click on the “Search” button, all the tickets appear. You can also view the open tickets by clicking on the “Open” link as shown in Fig (30a), or you can view the closed tickets by clicking on the “Closed” link as shown in Fig (30b).