

Cognos Reports Guide

ScholarOne Manuscripts™

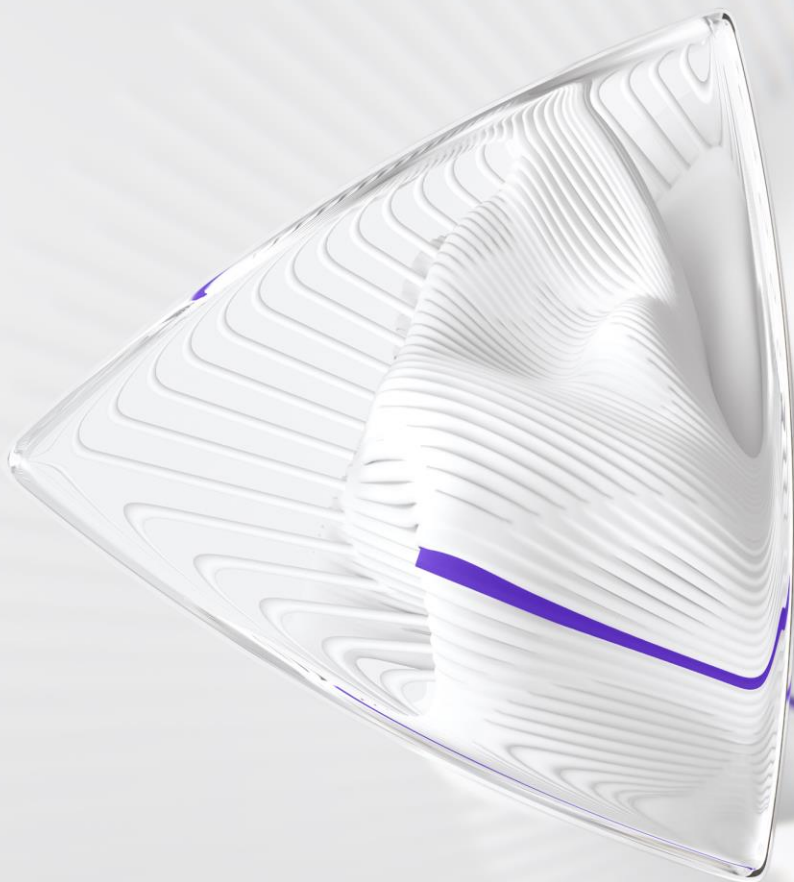


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Introduction

Admin Support - Help & Faqs

Using *ScholarOne Manuscripts* for your journal, one of your greatest help tools is our role-base support pages. The [Admin Support](#) page contains downloadable guides (such as this one), video tutorials and FAQs.

The ability to create a case to get assistance from our customer support group, can be found on the [Contact Support](#) page. We recommend that you bookmark our help pages and consult it often.


Admin Support

[Read FAQs](#)

Learn more about using *ScholarOne Manuscripts* to host the submission and peer review for your journal portfolio through video tutorials, user guides, and FAQs. Our resources are designed to help you configure your journals, assign roles and permissions, and customize your sites via *ScholarOne Manuscripts*.

Ready to learn more? Visit our [Training Portal](#) for a variety of resources designed just for admins, or [register for live training](#).

Still need help? [Contact ScholarOne Product Support](#).



View the Admin Guide

English | Chinese | French | Japanese | Portuguese | Spanish

System Requirements

Cognos supports the following web browsers.

- Firefox
- Chrome
- Safari
- Edge

Accessing Reports

The Reports area of the dashboard is located beneath **Admin Tools**.



Reports are broken out into several options: There are reporting categories, such as **Manuscript Status and Summary Reports**, which each contain links to Standard Reports and Build Your Own reports options. Additionally, there is a link to other functions such as Publication folders, My Folders, Custom Reports, and role Reports.

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: The specific Standard Reports and Build Your Own Reports packages are configurable and may vary based on the role and site you are logged in to.



Accessing Standard Reports

When a reporting category is expanded, you will see a listing of Standard Reports available for that category. Clicking on the **question mark** 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.

Standard Reports

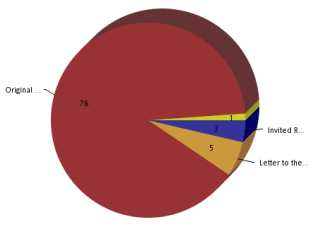
-  [Manuscripts with Reviewers](#)
-  [Decision Ratio](#)
-  [Decision Ratio by Month](#)
-  [Manuscripts by Decision Status](#)
-  [Manuscript Milestone](#)
-  [Manuscript Task Timespans](#)
-  [Time from Submission to Decision](#)

Time from submission to decision by manuscript type, country of submission, assigned Editor, manuscript decision or month of submission. Includes pie and bar charts and detailed manuscript information.

[view a sample](#)

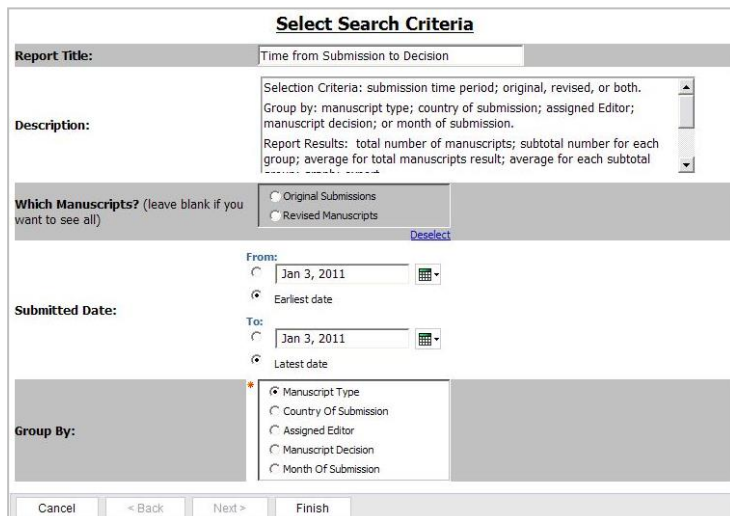
Information based on all manuscripts.
Grouped by Manuscript Type.

Number of Manuscripts by Type



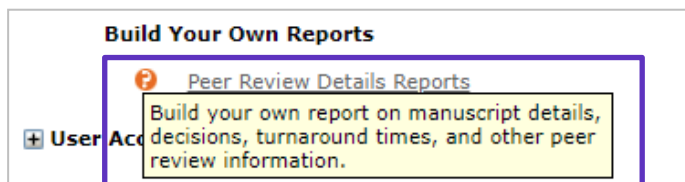
Manuscript Type	Number of Manuscripts	Percentage of Total
Invited Review Modified	3	3.5%
Letter to the Editor (brief submission)	5	5.9%
Original Article New	76	89.4%
Letter to the Editor (New submission)	1	1.2%
Total:	85	100.0%

Clicking the **Name** of any Standard Report will take you directly to the **Select Search Criteria** page of the report in the Cognos reporting system.



Accessing Build Your Own Reports

Each reporting package has a unique set of fields and filters available that are tailored to the specific type of report being built. Clicking on the **question mark** icon to the left of any Build Your Own Reports package name will give you a brief description of what you will be able to create.



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. It provides rolled-up data that applies to all versions of a manuscript.

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.

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:

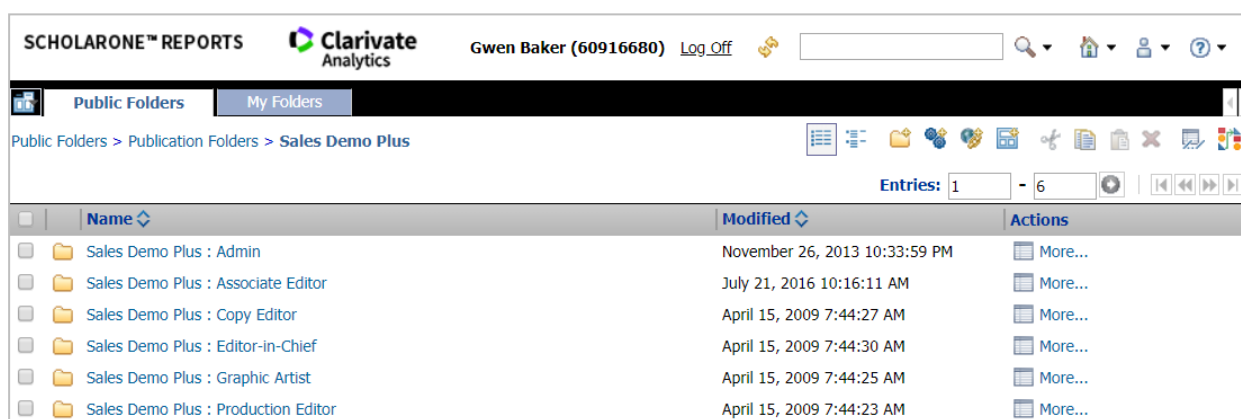
- Reports you have built and saved for yourself on the **My Folders** tab.
- Custom reports that may have been built for your site.
- Reports that have been created for specific roles on your site.

• [Publication Folders, My Folders, Custom Reports, and Role Reports](#)

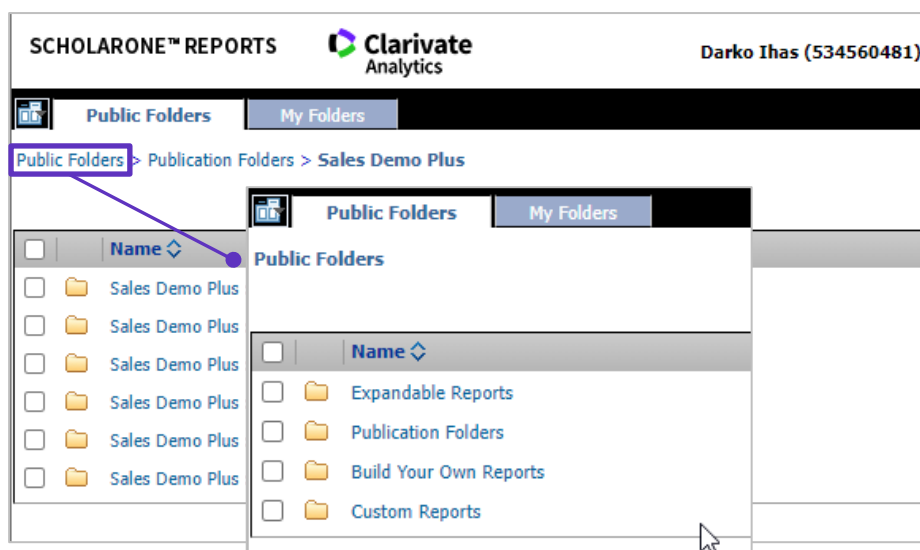
The Cognos Interface

The **Public Folders** tab gives you access to the **Publication Folders** and role-based folders. The **My Folders** tab gives you access to reports you have created and/or saved.

Note: You can copy reports from your **My Folders** tab into a specific role based folder.



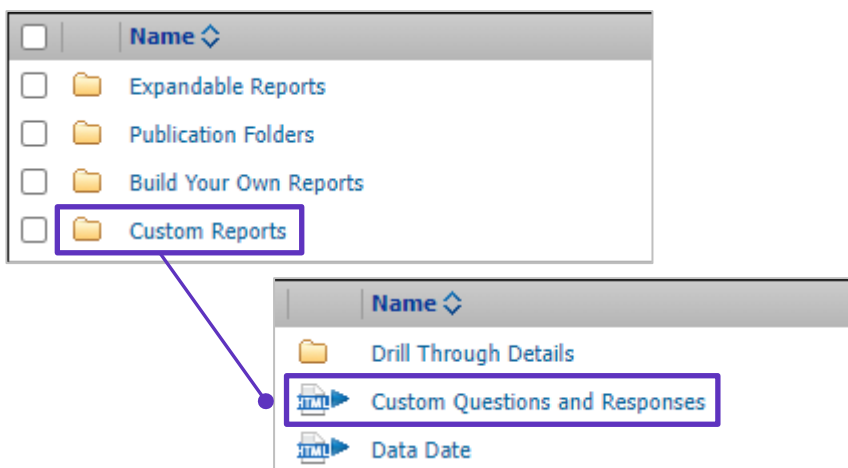
Additional folders can be found in the **Public Folders** section.



Expandable Reports – This is the older version of the Cognos reports and while it is visible, it is suggested you not use this folder.

Build Your Own Reports- This is the older version of the Cognos reports and while it is visible, it is suggested you not use this folder.

Custom Reports- In this folder you will find a special report called **Custom Questions and Responses**. Clicking on this report will take you to a window where you can create a custom report based upon custom questions you have had created for your site.



You will be able to select the **Custom Question Type**, and the individual questions you want in the report.

Report Title: Custom Questions Report

Description: This report provides answers to custom questions. First select a custom question type below. Then, select the questions you want to report on. (You may select up to 12 separate questions.) You may also limit your results set by submission date.

Report output will include custom question and responses as well as manuscript ID, submission date, manuscript type, manuscript title, decision, and the full name of the person who responded to the questions if applicable.

Submitted Date:

From: ☐ Apr 19, 2018 ☒ Earliest date

To: ☐ Apr 19, 2018 ☒ Latest date

Decision Date:

From: ☐ Apr 19, 2018 ☒ Earliest date

To: ☐ Apr 19, 2018 ☒ Latest date

Which Manuscripts? (leave blank if you want to see all)

☐ Original Submissions ☐ Revised Manuscripts [Deselect](#)

Decision Date:

To: ☐ Apr 19, 2018 ☒ Latest date

Which Manuscripts? (leave blank if you want to see all)

☐ Original Submissions ☐ Revised Manuscripts [Deselect](#)

Drafts:

☒ All Manuscripts ☐ Exclude Drafts [Deselect](#)

Manuscript Type: Manuscript Type

Custom Question Type:

- ☒ Admin/Editor/EIC Checklist Questions
- ☐ Form Questions
- ☐ Manuscript Type Questions
- ☐ Production Checklist Questions
- ☐ Rate Reviewer Questions
- ☐ Recommendation
- ☐ ScoreSheet Questions
- ☐ Submission Questions

Custom Question 1: Research Funding

Question Name

Custom Question 1: No Question Selected

Custom Question 2: Are any of the included images potential journal covers?

Custom Question 3: Are you willing to pay the journal

Custom Question 4: Confirm - research meets ethical guidelines

Custom Question 5: Confirm - submitted solely to this journal

Custom Question 6: Conflict of Interest

Custom Question 7: Conflict of Interest - state

Custom Question 8: Have your co-authors had an opportunity to review the manuscript, and do they approve the version of

Custom Question 9: Name of Special Issue

Custom Question 10: Number of Color Figures

Custom Question 11: Number of Figures

Custom Question 12: Number of Tables

Custom Question 13: Number of Words

Custom Question 14: Plain Language Summary

Custom Question 15: Request Automatic Export to NIHMS

Custom Question 16: Research Funding

Custom Question 17: Research Funding - details

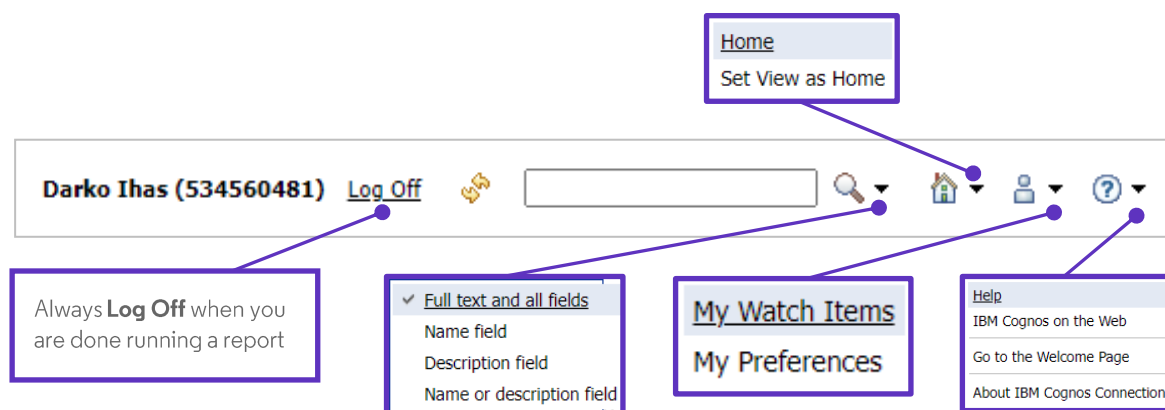
Custom Question 18: Special Issue

[Cancel](#)





The report results will give you all questions you selected in easy to read columns.

Manuscript ID	Date Submitted	Decision Date	Manuscript Type	Title	Decision	Performer	Are any of the included images potential journal covers?	Are you willing to pay the journal	Confirm - research meets ethical guidelines	Confirm - submitted solely to this journal	Have your co-authors had an opportunity to review the manuscript, and do they approve the version of	Name of Special Issue	Number of Words	Plain Language Summary
WRK4-2010-12-0066	Dec 14, 2010 1:49:03 PM	Dec 14, 2010 2:20:24 PM	Original Article	INFORMATION-COMMUNICATION TECHNOLOGIES OPEN UP INNOVATION	Major Revision	Bissonette, Lisande		N/A	Yes	Yes			5,930	
WRK4-2010-12-0067	Dec 15, 2010 10:43:35 AM	Dec 15, 2010 11:11:31 AM	Original Article	Preparation of Complaint Matrices for Quantifying Cellular Contraction	Major Revision	Bissonette, Lisande	No	N/A	Yes	Yes	Yes		5,950	
WRK4-2010-12-0068	Dec 15, 2010 2:08:43 PM	Dec 15, 2010 2:34:26 PM	Original Article	Better Management of Cardiovascular Diseases by Pulse Wave Velocity: Joining Clinical Practice with Clinical Research using Evidence Based Medicine	Major Revision	Bissonette, Lisande	No	N/A	Yes	Yes	Yes		5,950	

When you are logged into the **Home** page of the Cognos reporting system, you will see icons on the **right** side of the header that can be used to navigate to specific functions in Cognos.



Home
Set View as Home

Darko Ihas (534560481) [Log Off](#)    

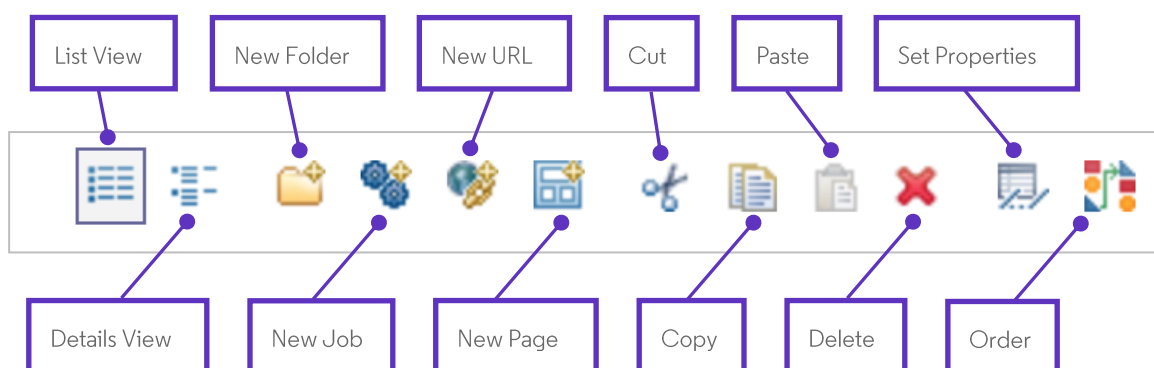
Always **Log Off** when you are done running a report

✓ [Full text and all fields](#)
Name field
Description field
Name or description field







[My Watch Items](#)
[My Preferences](#)

[Help](#)
IBM Cognos on the Web
Go to the Welcome Page
About IBM Cognos Connection

Below the header, also on the **right**, are icons that can be used to perform various changes.



[List View](#) [New Folder](#) [New URL](#) [Cut](#) [Paste](#) [Set Properties](#)

[Details View](#) [New Job](#) [New Page](#) [Copy](#) [Delete](#) [Order](#)

Running Standard Reports in Cognos

Manuscript Status and Summary Reports

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](#)

Select Search Criteria

Report Title: Time from Submission to Decision

Description:

Selection Criteria: submission time period; original, revised, or both.
Group by: manuscript type; country/region 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: ☐ Apr 19, 2018 ☒ Earliest date

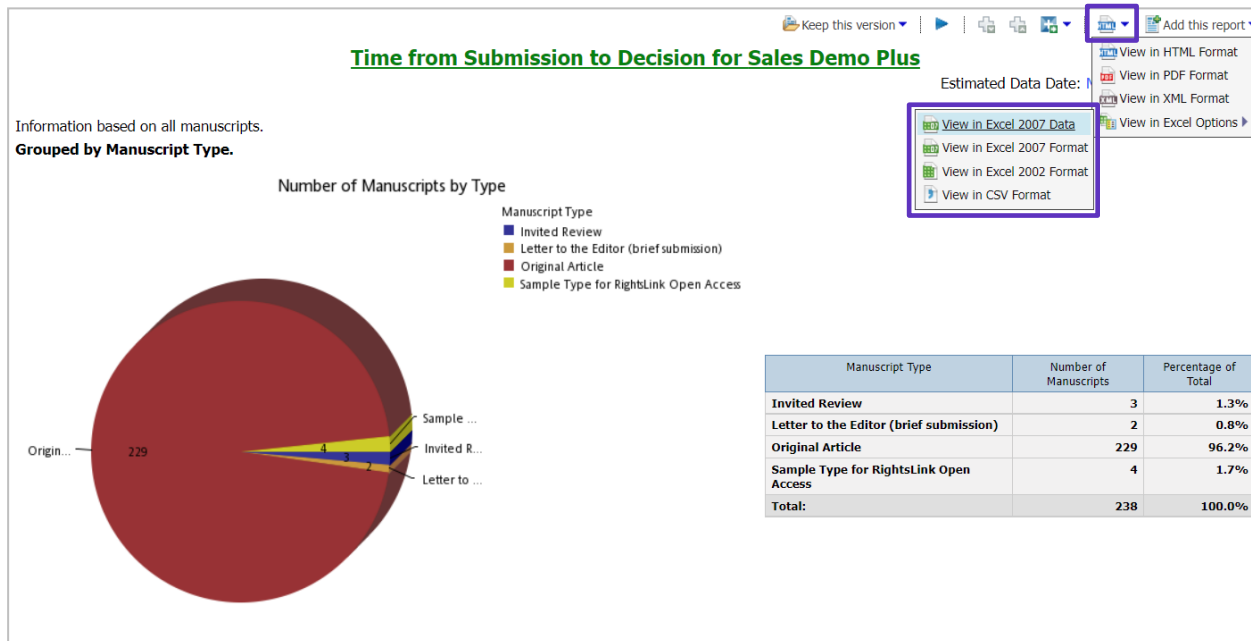
To: ☐ Apr 19, 2018 ☒ Latest date

Group By:

☒ Manuscript Type
☐ Country/Region Of Submission
☐ Assigned Editor
☐ Manuscript Decision
☐ Month Of Submission

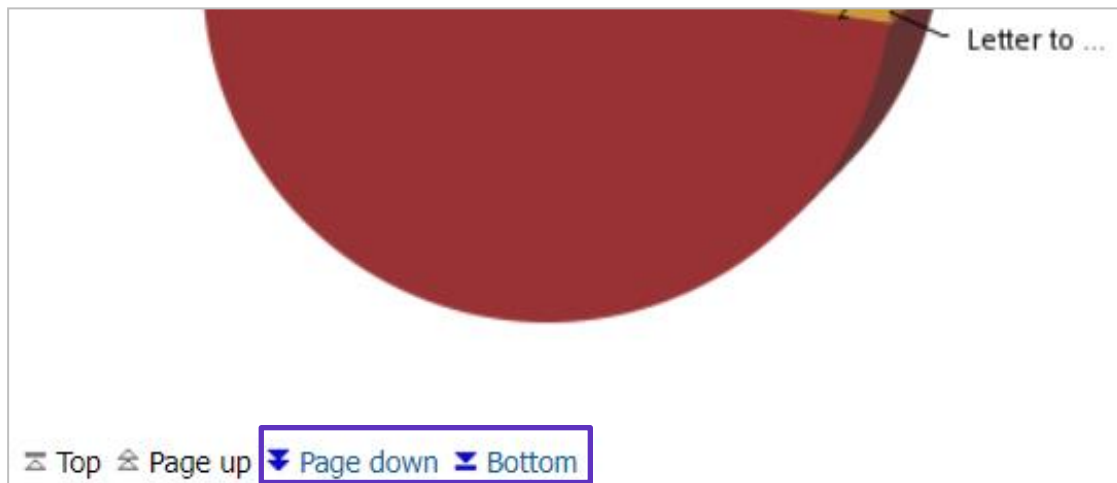
Cancel < Back Next > Finish

10



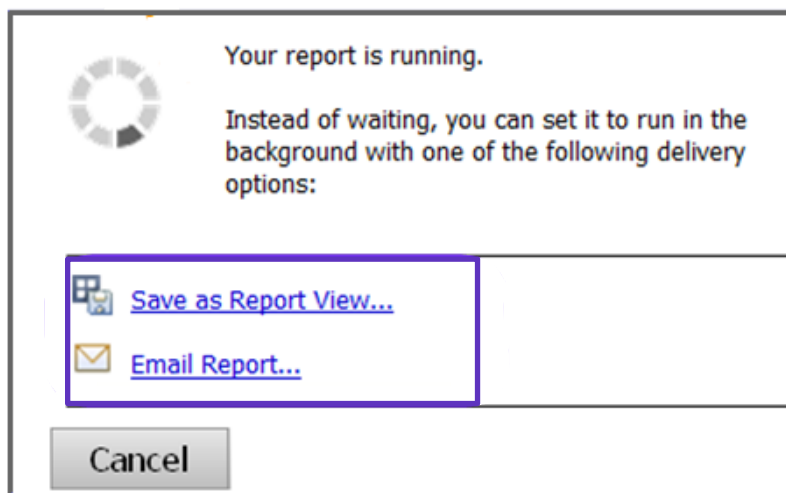
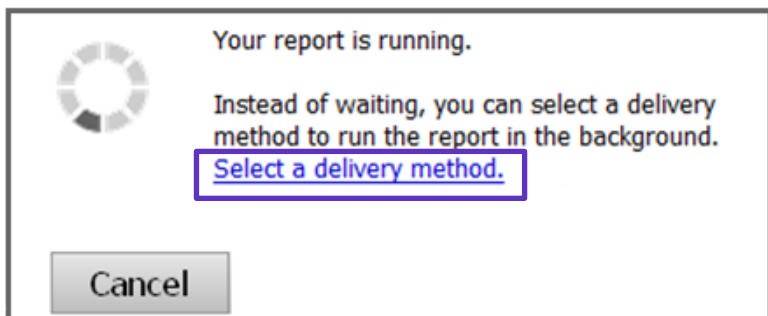
Note: The **Excel 2007 Data** option will only give you raw data not the chart(s). Use **Excel 2007 Format** if you need to include the chart(s).

When viewing the results in html format, you will see the options to **Page Down** and move to the **Bottom** of the screen in the **lower left-hand corner** of the screen.



Selecting a Delivery Method

When selecting a Standard Report to run, you may 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 as Report View** (a copy of the report at the time you ran it) or **E-mail** the report.



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

When you choose the option to **E-mail Report**, you will be taken to a new window to create the e-mail.

Set the email options

Help

Specify the recipients and contents of the email. To add recipients, click [Select the recipients](#) or type the email addresses separated by semi-colons. To include an HTML report as the message body, leave the Body box empty and select the report as the only attachment.

To:

Cc:

[Select the recipients...](#)
[Show Bcc](#)

Subject:

Report: Time from Submission to Decision

Body:

[Change to plain text >>](#)

B

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~~S~~

☒ Attach the report

OK

Cancel

Top Five Standard Reports

The following examples are standard reports most commonly ran by journal offices.

Manuscripts In Process

This report will give you the current status of all manuscripts that have not yet received a decision. There is no selection criteria needed, just click the **Finish** button to see your results.

Report Name:	Manuscripts in Process
Description:	The Manuscripts in Process report shows the status of all manuscripts that have not been decided. Detailed information is provided about each manuscript.
<div> Cancel < Back Next > Finish </div>	

This is a great report to give to your **Editor-in-Chief** at the beginning of each week, so they have an overview of what is being worked on and what is overdue.

Manuscripts in Process for ScholarOne University Training Workflow 1										
Estimated Data Date: May 13, 2014 12:22:02 PM										
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
MCU1-2013-05-0004.R1	Original Article	Dogwood Flowering Patterns in Virginia	Author, Alan	Awaiting Reviewer Scores;Select Reviewers	08/27/2013	259	Associate Editor	Editor, Eddie	08/27/2013	0
MCU1-2013-05-0007	Letter to the Editor	Letter to the Editor	Author, Alan	Awaiting Reviewer Scores	05/23/2013	355	Associate Editor	Editor, Eddie	07/19/2013	0
MCU1-2013-07-0010	Original Article	Migration Patterns of the Cardinal	Author, Alan	Awaiting Reviewer Scores	07/29/2013	288	Associate Editor	Editor, Emily	08/29/2013	0
MCU1-2013-07-0012	Original Article	Fruit Flies	Author, Alan	Make a Decision	07/31/2013	286	Associate Editor	Editor, Emily	09/03/2013	0
MCU1-2013-08-0015	Original Article	Meredith's Test Manuscript	Abel, Meredith	Select Reviewers	08/12/2013	274				0


Manuscripts Accepted by Country


This report will give you an Accept/Reject ratio by country for a specific date range.

Manuscripts Accepted by Country

Report Title

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:
☐ May 13, 2014 
☒ Earliest date

To:
☐ May 13, 2014 
☒ Latest date

You can select the name of any country in your results for information about a specific country.

Information based on all manuscripts and all decision dates.

Country/Region	Accept	Reject	Total	Accept Ratio
China	2	0	2	100.00%
France	13	1	14	92.86%
Hungary	2	0	2	100.00%
Korea (the Republic of)	8	1	9	88.89%
Singapore	1	1	2	50.00%
Slovakia	0	1	1	0.00%
United Kingdom of Great Britain and Northern Ireland	15	2	17	88.24%
United States	83	13	96	86.46%

Total

Manuscript ID	Submission Date	Manuscript Type	Manuscript Title	Author Names	Decision	Decision Date
WRK4-2009-06-0002	Jun 17, 2009	Original Article	Case-Based Conflict	Beaufort, Amelie; Byron, Janet	Accept	Jun 17, 2009
WRK4-2009-07-0012	Jul 30, 2009	Original Article	Dental School Deans' Perceptions of the Organizational Culture and Impact of the ELAM Program on the Culture and Advancement of Women Faculty	Beaufort, Amelie; Potter, Ian	Accept	Jul 30, 2009
WRK4-2009-08-0015.R1	Sep 1, 2009	Original Article	DO NOT MOVE THIS MS-Commercial ZrO ₂ as a new, efficient, and reusable catalyst for the one-step synthesis of quinolines in solvent-free conditions	Beaufort, Amelie; Potter, Ian	Accept	Sep 15, 2009
WRK4-2009-09-0037	Sep 23, 2009	Original Article	Combining Dual-Source Computed Tomography Coronary Angiography and Calcium Scoring: Added Value for the Assessment of Coronary Artery Disease	Beaufort, Amelie	Accept	Sep 29, 2009
WRK4-2009-10-0042	Oct 6, 2009	Original Article	Price Trends and Patterns in Technical Analysis: A Theoretical and Empirical Examination	Beaufort, Amelie; Potter, Ian	Accept	Oct 6, 2009
WRK4-2009-09-0034	Sep 18, 2009	Original Article	Phytoplankton bloom due to Cyclone Sidr in the central Bay of Bengal	Beaufort, Amelie; Potter, Ian	Accept	Nov 3, 2009

France

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.

Select Search Criteria

Report Name: Manuscript Milestone

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:
☒ May 26, 2021
 ☐ Earliest date

To:
☒ May 26, 2022
 ☐ Latest date

Decision Date:

From:
☐ May 26, 2022
 ☒ Earliest date

To:
☐ May 26, 2022
 ☒ Latest date

Note: Only make changes to one of the date ranges

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 manuscripts with an original submission date of Between May 1, 2017 and May 26, 2018 and a final decision date of On or before May 26, 2018.

Days to First Decision (All Manuscripts): 5.67

Days to First Decision (Mss. with Final Decisions Only): 5.67

Statistics by Manuscript Type (Final Decisions Only):

Manuscript Type	Count	Accept	Acc. Ratio	Reject	Rej. Ratio	Days to Final Decision			
						Average	Median	Minimum	Maximum
Original Article	3	2	66.67	1	33.33	5.67	1.00	0.00	16.00
Total/Average	3	2	66.67	1	33.33	5.67	1.00	0.00	16.00

May 26, 2022

1

[Top](#)
[Page up](#)
[Page down](#)
[Bottom](#)

The next page will give you statics by Associate Editor. This section is valuable if you are using Associate Editors on your site.

You can select the name of a specific Associate Editor for more detailed information about that individual. Choose Page down again for more information.

Statistics by Editor: (Final Decisions Only)

Editor Full Name	Editor Role Name	Count	Accept	Acc. Ratio	Reject	Rej. Ratio	Average	Median	Minimum	Maximum
Editor, Emily	Associate Editor	2	2	100.00	0	0.00	0.50	0.50	0.00	1.00
		1	0	0.00	1	100.00	16.00	16.00	16.00	16.00
Totals		3	2	66.67	1	33.33	5.67	1.00	0.00	16.00

May 26, 2022

2

[Top](#)
[Page up](#)
[Page down](#)
[Bottom](#)

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

Information based on manuscripts whose original submission date is Between Jan 1, 2017 and Apr 19, 2018

VER	Manuscript ID	Manuscript Type	Submit Date (Original)	Date to Editor (Earliest)	Days to Edit	Date First Reviewer Assigned (Earliest)	Date Last Review Completed (Last)	Days in Review	Editor Recommendation Date	Days to Recommend (First)	Decision Date (First)	Days to Decide (First)	Decision Name (First)	Final Decision Date	Days to Final Dec	Final Dec	EDITOR	Editor Role Name
0	WRK4-17-Feb-0001	Original Article	Feb 8, 2017	Apr 4, 2017	55.0	Apr 4, 2017	Apr 4, 2017	0.0			Apr 4, 2017	55.0	Accept	Apr 4, 2017	55.0	Accepted		
	WRK4-17-Feb-0001	Original Article	Feb 8, 2017	Apr 4, 2017	55.0	Apr 4, 2017	Apr 4, 2017	N/A			Apr 4, 2017	55.0	Accept	Apr 4, 2017	55.0	Accepted		
0	WRK4-17-Jul-0008	Original Article	Jul 3, 2017	Jul 3, 2017	0.0											--		
	WRK4-17-Jul-0008	Original Article	Jul 3, 2017	Jul 3, 2017	0.0			N/A								--		
0	WRK4-17-Jul-0009	Original Article	Jul 19, 2017	Jul 19, 2017	0.0	Jul 20, 2017	Jul 20, 2017	0.0	Jul 20, 2017	1.0	Jul 20, 2017	1.0	Accept	Jul 20, 2017	1.0	Accepted	Editor, Emily	Associate Editor
	WRK4-17-Jul-0009	Original Article	Jul 19, 2017	Jul 19, 2017	0.0	Jul 20, 2017	Jul 20, 2017	N/A	Jul 20, 2017	1.0	Jul 20, 2017	1.0	Accept	Jul 20, 2017	1.0	Accepted	Editor, Emily	Associate Editor
0	WRK4-17-Jul-0010	Original Article	Jul 24, 2017	Jul 24, 2017	0.0	Jul 24, 2017	Jul 24, 2017	0.0	Jul 24, 2017	0.0	Jul 24, 2017	0.0	Accept	Jul 24, 2017	0.0	Accepted	Editor, Emily	Associate Editor
	WRK4-17-Jul-0010	Original Article	Jul 24, 2017	Jul 24, 2017	0.0	Jul 24, 2017	Jul 24, 2017	N/A	Jul 24, 2017	0.0	Jul 24, 2017	0.0	Accept	Jul 24, 2017	0.0	Accepted	Editor, Emily	Associate Editor

Time From Submission to Decision

Can be grouped by: Manuscript Type, Country of Submission, Assigned Editor, Manuscript Decision, or Month of Submission. Running the report by Manuscript Type or Country of Submission are the most popular ways to run this report.

Select Search Criteria

Report Title:

Description:


Selection Criteria: submission time period; original, revised, or both.
Group by: manuscript type; country/region 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:
☐ May 26, 2022 
☒ Earliest date

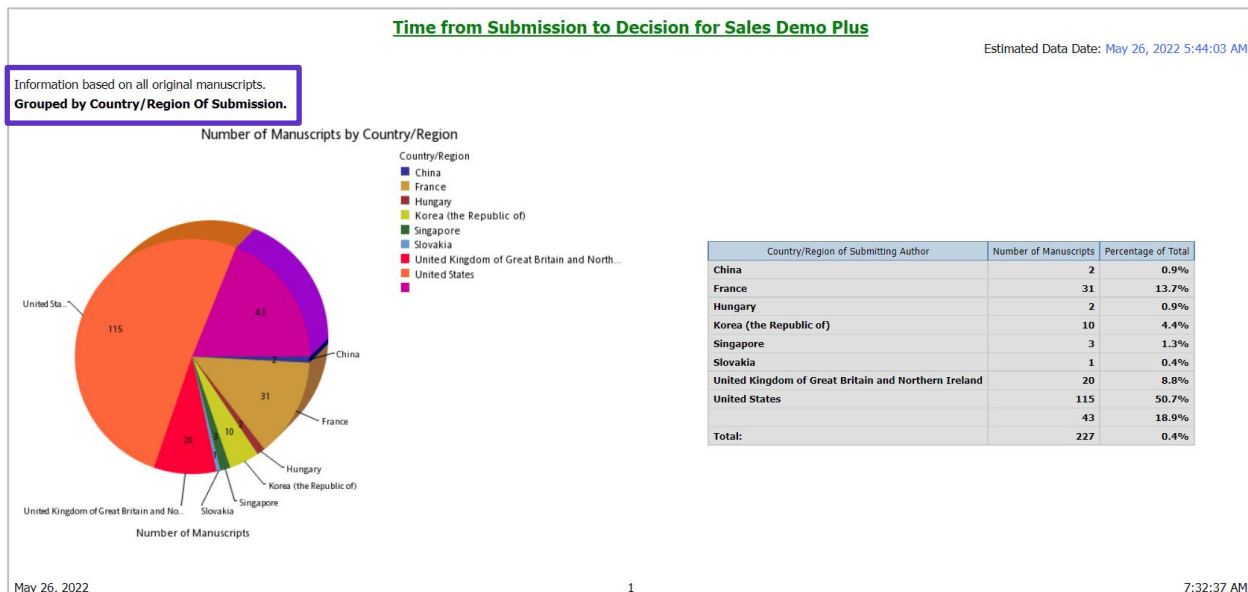
To:
☐ May 26, 2022 
☒ Latest date

Group By:

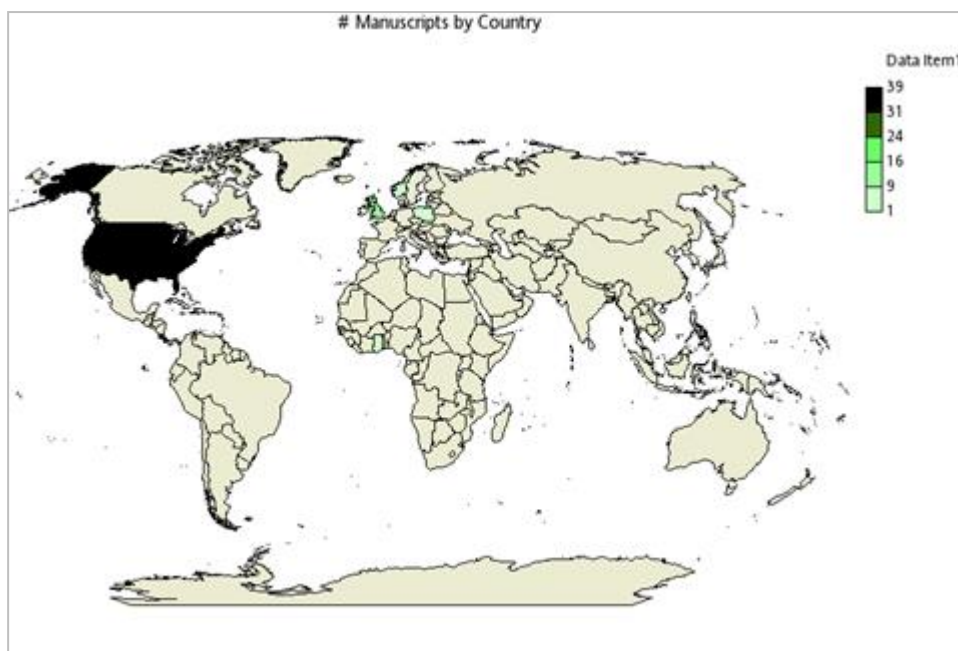
☐ Manuscript Type
☒ Country/Region Of Submission
☐ Assigned Editor
☐ Manuscript Decision
☐ Month Of Submission

The report results will give you multiple pages of information and charts based on your selection criteria.

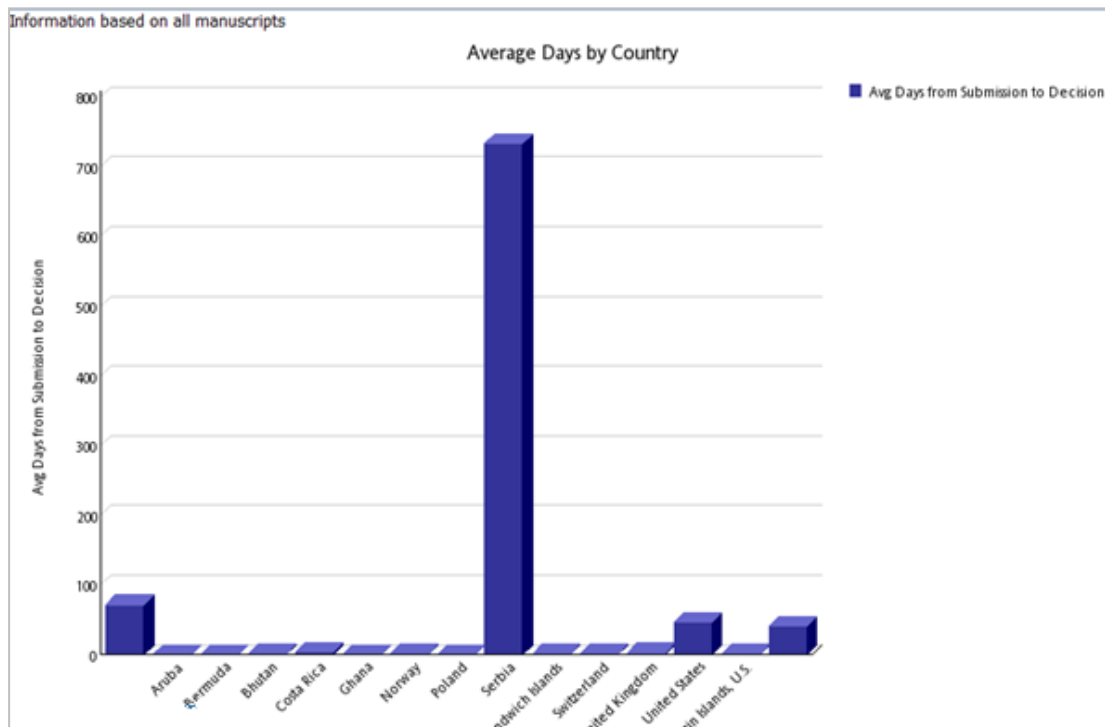
The example below is grouped by Country of Submission.



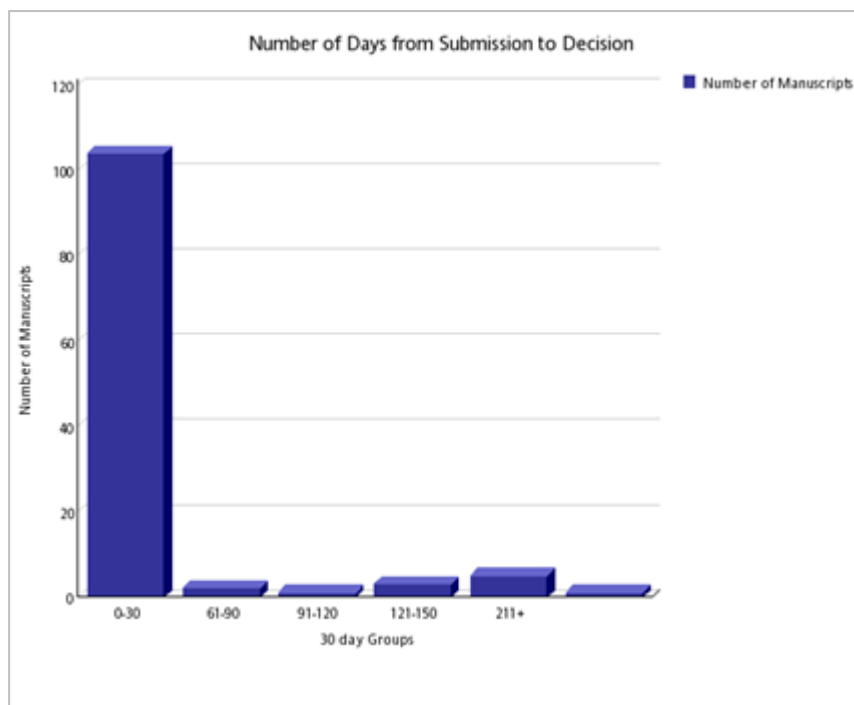
Selecting page down to the second screen you will see a world map of Manuscripts by Country.



The next screen will give you Average days by Country



Page down again for Number of Days from Submission to Decision.

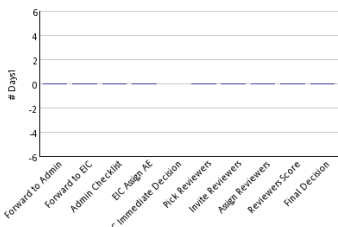


The last section is broken out by each country with information on each individual manuscript. You can click on a specific manuscript to see even more information.

France								
Number of Manuscripts: 31								
Manuscript ID	Manuscript Type	Author	Submission Date	Decision Date	No Days	Decision	Country/Region of Submitting Author	Institution of Submitting Author
WRK4-2009-06-0002	Original Article	Beaufort, Amelie	Jun 17, 2009	Jun 17, 2009	0	Accept	France	University of Nancy 1 - HENRI POINCARE
WRK4-2009-07-0008	Original Article	Beaufort, Amelie	Jul 08, 2009	Jul 08, 2009	0	Minor Revision	France	University of Nancy 1 - HENRI POINCARE
WRK4-2009-07-0012	Original Article	Beaufort, Amelie	Jul 30, 2009	Jul 30, 2009	0	Accept	France	University of Nancy 1 - HENRI POINCARE
WRK4-2009-08-0014	Original Article	Beaufort, Amelie	Aug 05, 2009	Aug 05, 2009	0	Minor Revision	France	University of Nancy 1 - HENRI POINCARE
WRK4-2009-08-0015	Original Article	Beaufort, Amelie	Aug 06, 2009	Aug 06, 2009	0	Minor Revision	France	University of Nancy 1 - HENRI POINCARE

Task details for MCU1-2009-07-0082				
Manuscript ID:	MCU1-2009-07-0082			
Manuscript Type:	Original Article			
Title:	Cure for Cancer is Around the Corner			
Date Submitted:	Jul 13, 2009			
Editor name:	Editor, Eddie			
Task Name	Task Status	Task Date Started	Task Date Completed	# Days
Forward to Admin	Completed	07/13/2009	07/13/2009	0
Forward to EIC	Completed	07/13/2009	07/13/2009	0
Admin Checklist	Completed	07/13/2009	07/13/2009	0
EIC Assign AE	Completed	07/13/2009	07/13/2009	0
EIC Immediate Decision	Abandoned	07/13/2009		
Pick Reviewers	Completed	07/13/2009	07/13/2009	0
Final Decision	Abandoned	07/13/2009		
Invite Reviewers	Completed	07/13/2009	07/13/2009	0
Assign Reviewers	Completed	07/13/2009	07/13/2009	0
Reviewers Score	Completed	07/13/2009	07/13/2009	0
Final Decision	Completed	07/13/2009	07/13/2009	0

Number of Days Per Task
For MCU1-2009-07-0082













Task Name	# Days
Forward to Admin	0
Forward to EIC	0
Admin Checklist	0
EIC Assign AE	0
EIC Immediate Decision	0
Pick Reviewers	0
Final Decision	0
Invite Reviewers	0
Assign Reviewers	0
Reviewers Score	0
Final Decision	0

Reviewer Summary

The Reviewer Summary Report is a great report to use when trying to figure out who your top reviewers have been for the year.

Tip: Only select one date range for running the report.

Select Search Criteria

Report Title:	Reviewer Summary
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)	<input type="radio"/> Original Submissions <input type="radio"/> Revised Manuscripts Deselect
Submitted Date Range:	From: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Earliest date To: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Latest date
Selection Date Range:	From: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Earliest date To: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Latest date
Invitation Date Range:	From: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Earliest date To: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Latest date
Assignment Date Range:	From: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Earliest date To: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Latest date
Score Completion Date Range:	From: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Earliest date To: <input type="radio"/> May 26, 2022  <input checked="" type="radio"/> Latest date
<input type="button" value="Cancel"/> <input type="button" value=" < Back"/> <input type="button" value=" Next >"/> <input type="button" value="Finish"/>	

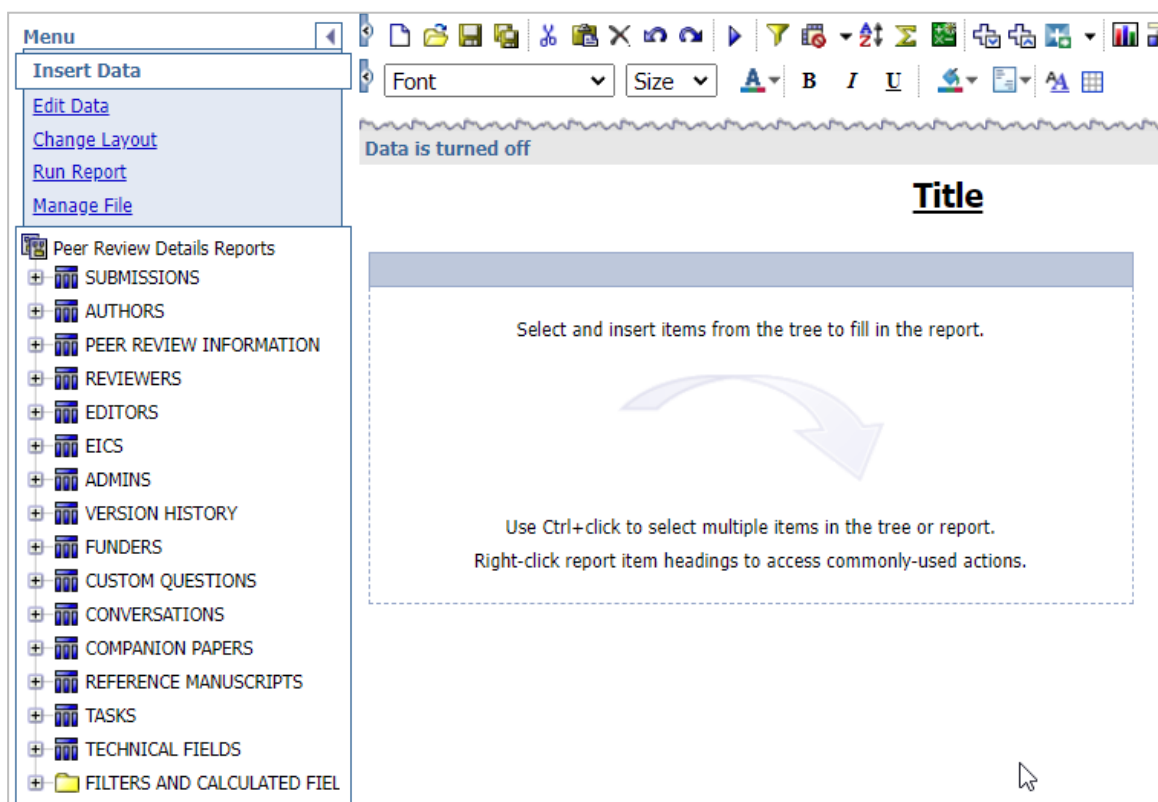
The results for each reviewer will also include the ability to click the name of the reviewer for information about which papers they reviewed.

Selected Report Parameters:											
<i>Which Manuscripts:</i> all											
<i>Submitted Date Range:</i> all											
<i>Selection Date Range:</i> Between Jan 1, 2017 and May 26, 2018											
<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	Declined	Agreed	Completed	Average R-Score	Avg. Time
Dahl, Josh	joshjdahl@gmail.com	1	0	0	0	0	0	0	0		
Keebler, Gregarious	greg.kloiber@clarivate.com2	1	1	0	0	0	0	1	1		0.00
Pikovsky, Amelia	Amelia.Pikovsky@Clarivate.com	2	2	0	0	0	0	2	0		
Reviewer, Mere	merereviewer@163.com	1	0	0	0	0	0	0	0		
Reviewer, Michelle	michelle.reviewer@test.com	2	1	0	0	0	0	1	1		0.00
Reviewer, Paul											
Reviewer, Rebecca											
Reviewer, Rick											
Reviewer, Rick											
Reviewer, Rosie											
Reviewer, Michelle											
Document Number	Date Selected	Date Invited	Response / Status	Response Date	Date Assigned	Date Completed	Review Time				
WRK4-16-Dec-0064	3/13/2017										
WRK4-17-Feb-0001	4/4/2017	4/4/2017	Agreed	4/4/2017	4/4/2017	4/4/2017	0.00				

Build Your Own Reports

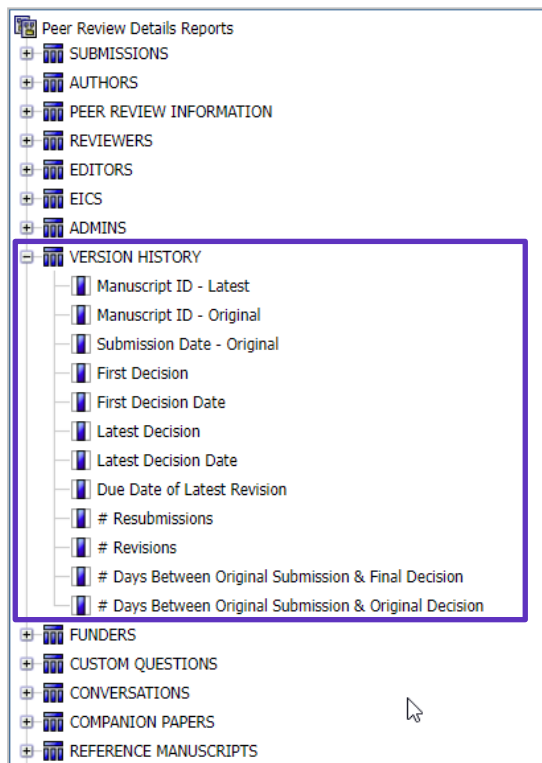
To build your own report from scratch, first determine the type of report you want to build. It's often helpful to make a list of the reports criteria you'll be using and use it to select the Build Your Own reporting package you'd like to use to create your report.

Once you have selected the reporting package you'd like to use, you will be taken to Query Studio.

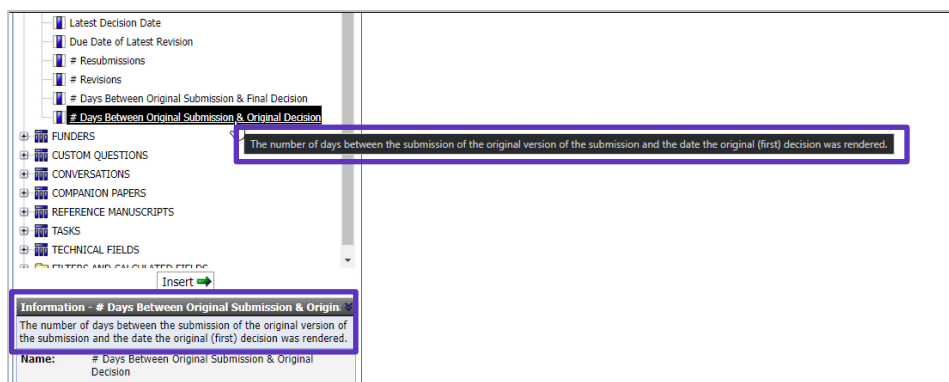


The Data Tree

In order to start building a new report, use the **Insert Data** menu item in the menu bar on the left. Expand the folders in the data tree (fields list) to view the fields that can be used. 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.



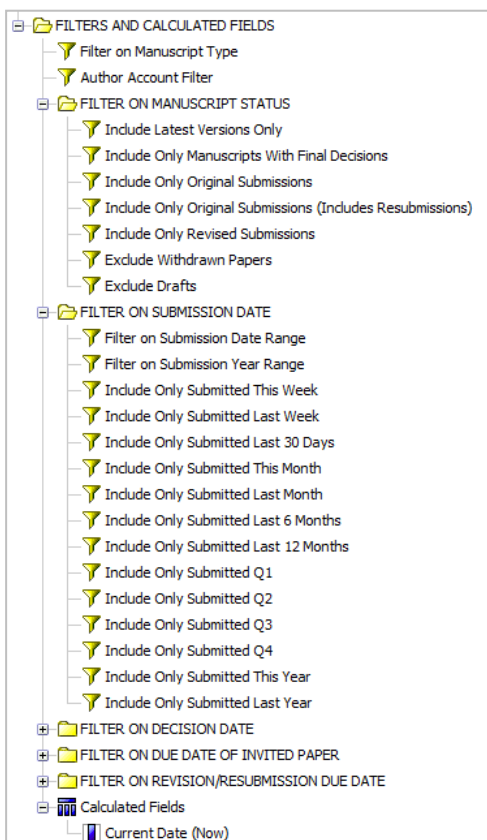
You may hover your mouse over the field name to view the definition and formatting notes. Clicking the arrow to the right of the Information text at the bottom of the Insert Data section will show you a definition of the selected field along with any formatting notes.



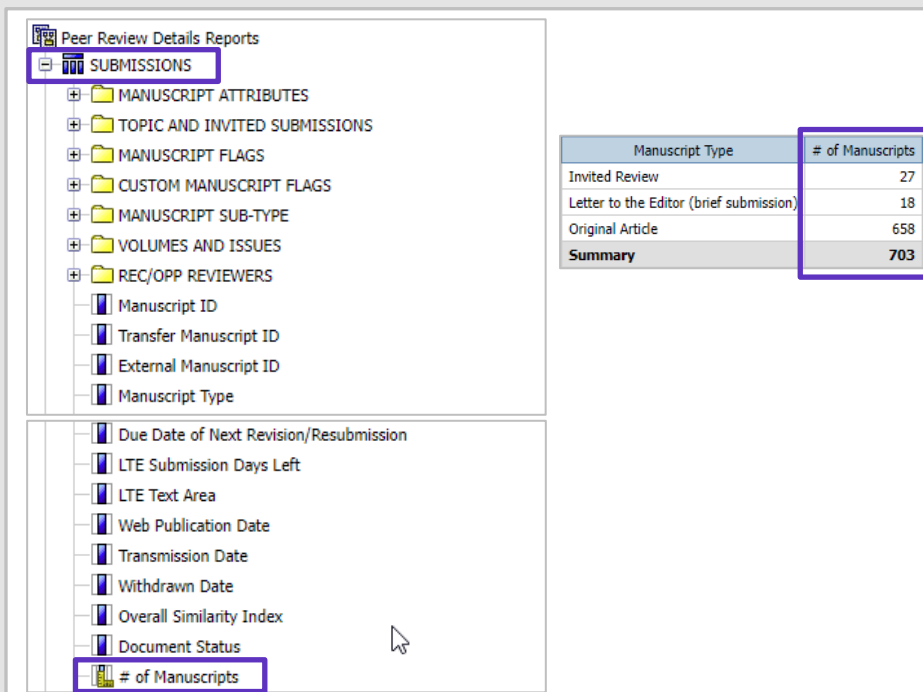
Note: A list of all the data fields and which packages they are in can be found in the FAQ's in Get Help Now.

Filters and Calculated Fields

Within many of the Build Your Own Reports packages, you will find a section in the data tree called **Filters and Calculated Fields**. These filters are predefined filters that can be used to create reports based on items such as Manuscript Status, submission date, decision date and due dates of revisions and resubmissions.



Tip: To create a column in your reports for specific counts, such as the number of manuscript types, counts. use the **# of Manuscripts** data field located in the **Submissions** section of your data tree.

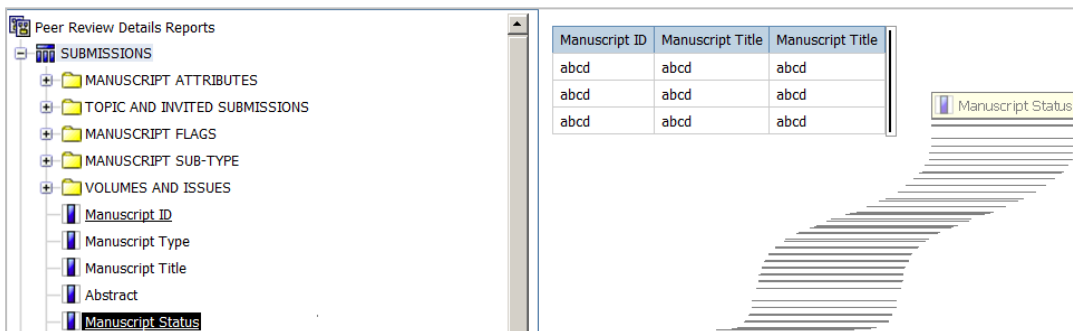


The screenshot displays the Cognos Reports interface. On the left, the 'Peer Review Details Reports' data tree is shown. The 'SUBMISSIONS' folder is expanded, and the '# of Manuscripts' field is highlighted with a red box. On the right, a report preview is shown with a table titled 'Manuscript Type' and a column '# of Manuscripts'. The table contains the following data:

Manuscript Type	# of Manuscripts
Invited Review	27
Letter to the Editor (brief submission)	18
Original Article	658
Summary	703

Inserting Fields into a Report

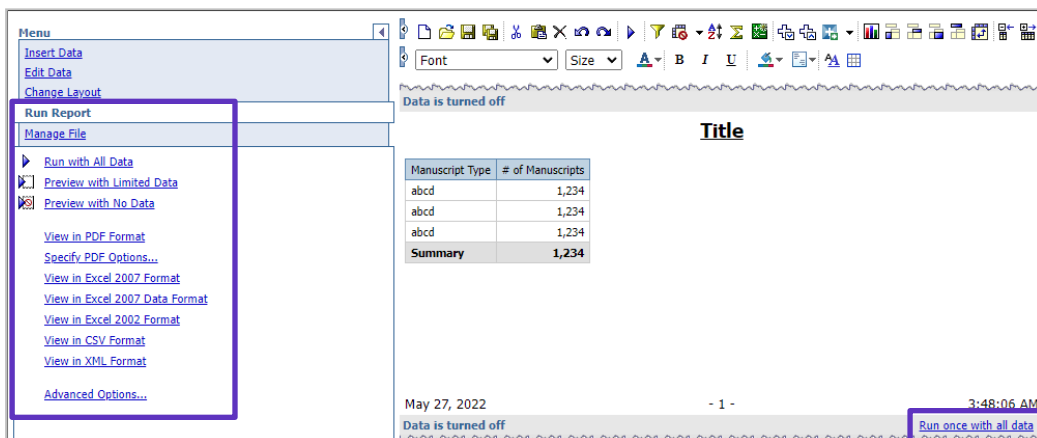
To insert fields from the data tree into a report, double-click the field.



Note: The option to drag and drop data into a report only works with **Internet Explorer**.

Running The Report

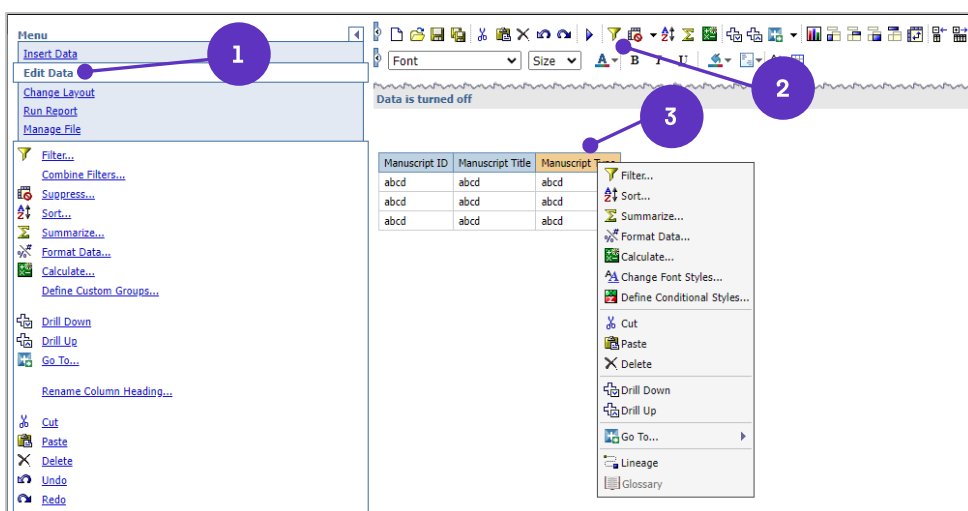
By default, when you are creating a report, the data is turned off so the screen will not keep refreshing with data. When you are ready to see a report with actual data, you can choose from the menu section called to **Run Report** or click on the **Run once with all data** at the bottom of the screen.



Edit Data

There are three ways to access the ability to edit data.

1. From the Menu
2. Icons across the top of the screen
3. Right-click on a column of data to get a subset of options



The sections below describe the ways to edit data.

Creating Filters in a Report



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

Pick Values from a List

You can select values via a check box from the list of all existing filterable values.

Reduce the amount of data in the report. With the Prompt option selected, the filter can be changed each time the report runs. Search for values Type in values


Filter on:
Manuscript Type

Condition:

1

☐ Letter to the Editor (after submission)
☐ Original Article
☐ Paper
☐ Sample Type for RightsLink Author Choice
☐ Sample Type for RightsLink Open Access

2

Missing values 
(Default)

☒ Apply the filter to individual values in the data source
This package contains both OLAP and relational data. This setting applies to the relational data only. OLAP data will use summary filters.

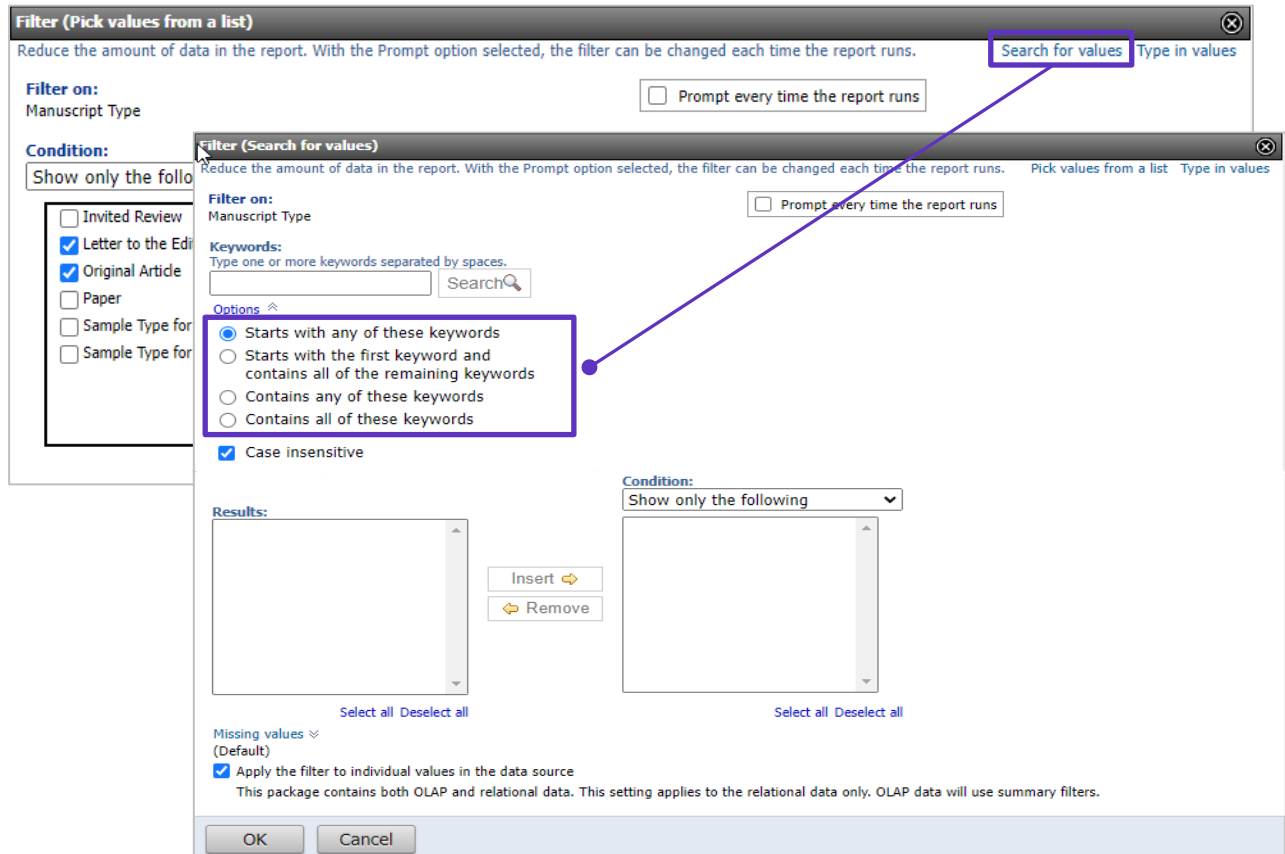
3 ☐ Prompt every time the report runs

There are three options that can be applied:

1. Show only the following or Do not show the Following (NOT)
2. Show or leave out missing values (blanks)
3. Prompt every time the report runs (This option will allow you change filter options every time you run the report)

Search for Values

This option allows you to search for existing values in a field, instead of having to select from a list.



Enter your keywords then select one of the following **Options**:

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Additionally, you can designate if your search string is case sensitive.

Type in Values

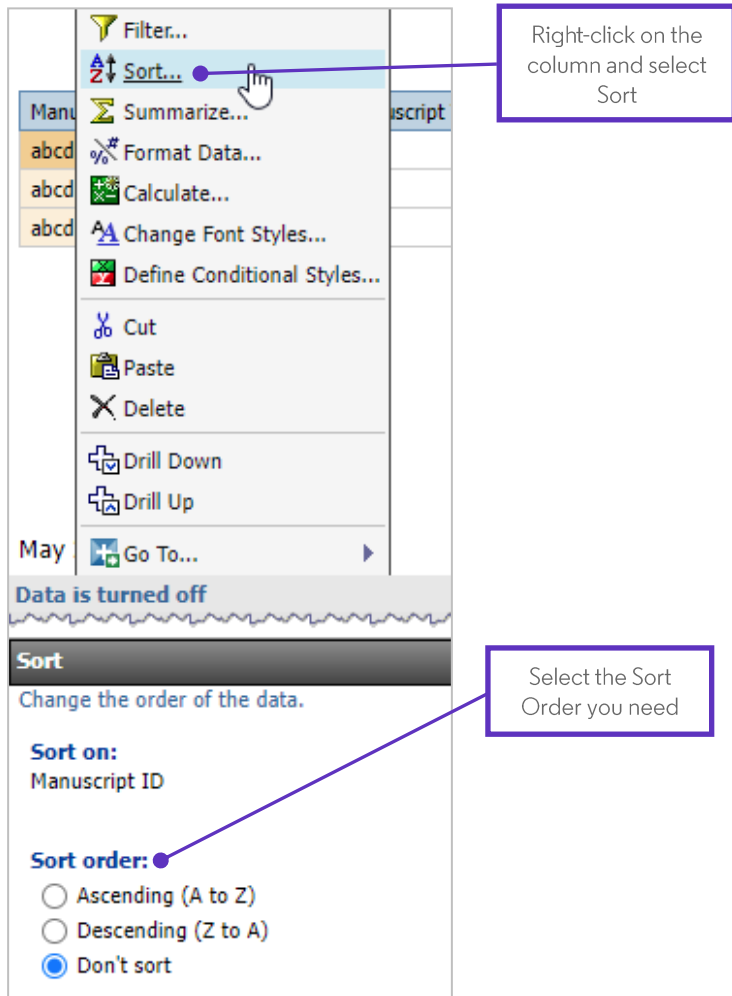
You can type values in directly to be filtered on.

You can select an operation of Exact Matches, Starts with, Ends with, or Contains.

Sorting Data



You can change the sort from ascending to descending on a column, by right-clicking on the column and selecting Sort. At the bottom of the screen, you will then be able to choose the order you need.



Summarizing Data

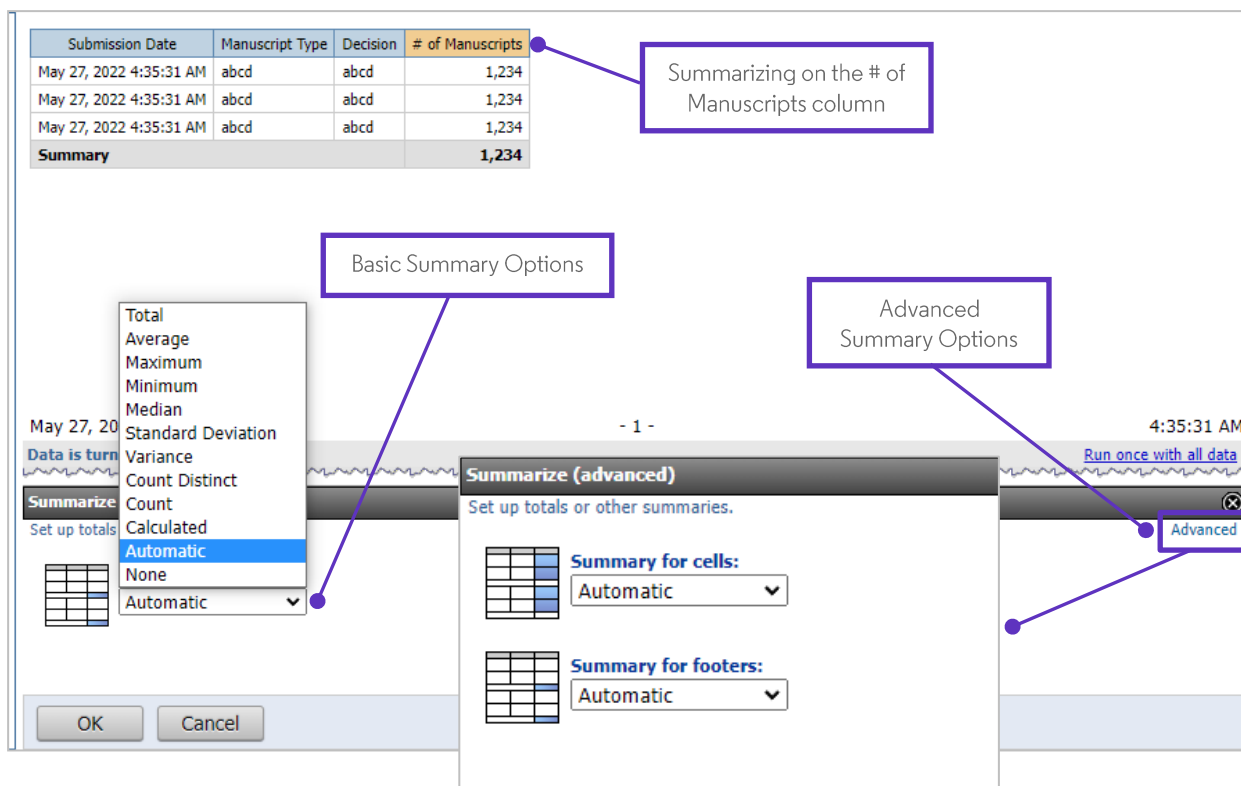


The **Summarize** feature allows you to create footers in your report. To summarize based on a particular field, right-click the desired column heading and click the Summarize button.

The following options are available when you use the **Basic** summarize. The summary row will display one of the following:

- Count (This is the number of rows with populated data in the grouping)
- Count Distinct (This is the number *distinct* of rows in the grouping)
- Total
- Average
- Maximum
- Minimum
- Median
- Standard Deviation
- Variance
- Calculated or Automatic (This is the default summary, based on the type of field that is being summarized)

You will also have the option to use the Advanced summary option, allowing you to create as **Summary for cells** and a **Summary for footers**.



The screenshot displays a Cognos Reports interface. At the top, a table shows data with columns: Submission Date, Manuscript Type, Decision, and # of Manuscripts. The table has three rows of data and a Summary row. A callout box points to the '# of Manuscripts' column, stating 'Summarizing on the # of Manuscripts column'.

Below the table, a 'Summarize' button is visible. A callout box labeled 'Basic Summary Options' points to a dropdown menu that lists various summary functions: Total, Average, Maximum, Minimum, Median, Standard Deviation, Variance, Count Distinct, Count, Calculated, Automatic, and None. The 'Automatic' option is selected.

To the right, a 'Summarize (advanced)' dialog box is open. A callout box labeled 'Advanced Summary Options' points to the 'Advanced' tab in the dialog. The dialog shows options for 'Summary for cells' and 'Summary for footers', both set to 'Automatic'. The dialog also includes a 'Run once with all data' button and an 'OK' button.

Formatting Data



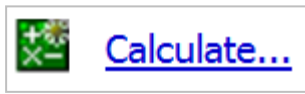
There are times when the dates displayed in reports do not match the format you would like to use. For example, the Submission Date column may use the month, day, year, and time of submission. To change this so the column only lists date of submission, right-click on the Submission Date column and select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

Format data
Specify how you want the data to appear. Choose Default format to revert to the original format.

Category:
Date
Default
Date
Time
Date and time

Type:
8/19/03
Aug 19, 2003
August 19, 2003
Tuesday, August 19, 2003

Creating Calculations



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.

Note: You can create a calculation on a single field or between more than one field.

When you click **Calculate**, you are presented with various Operations for use. Based on the type of field you are using to calculate, different Operations will appear.

There are three common types of fields:

1. Date fields (e.g. Submission Date)
2. Count fields (e.g. # Reviews Submitted)
3. Text fields (e.g. Manuscript Title)

Date fields have the following Operations (between one or more fields):

- Difference, Difference in Days, Months and Years
- Adding Days, Months or Years
- Earliest
- Latest
- Showing Year, Month, Month (number), Week, Day, Hour, Minute, Second

Count fields have the following Operations (between one or more fields): Operation Type – Arithmetic

- Sum
- Difference
- Multiplication
- Division (of another field or a particular value)
- Operation Type – Percentage
- Percentage (field as percentage or another field or a particular value)
- Percentage of Total
- Percentage of Footer

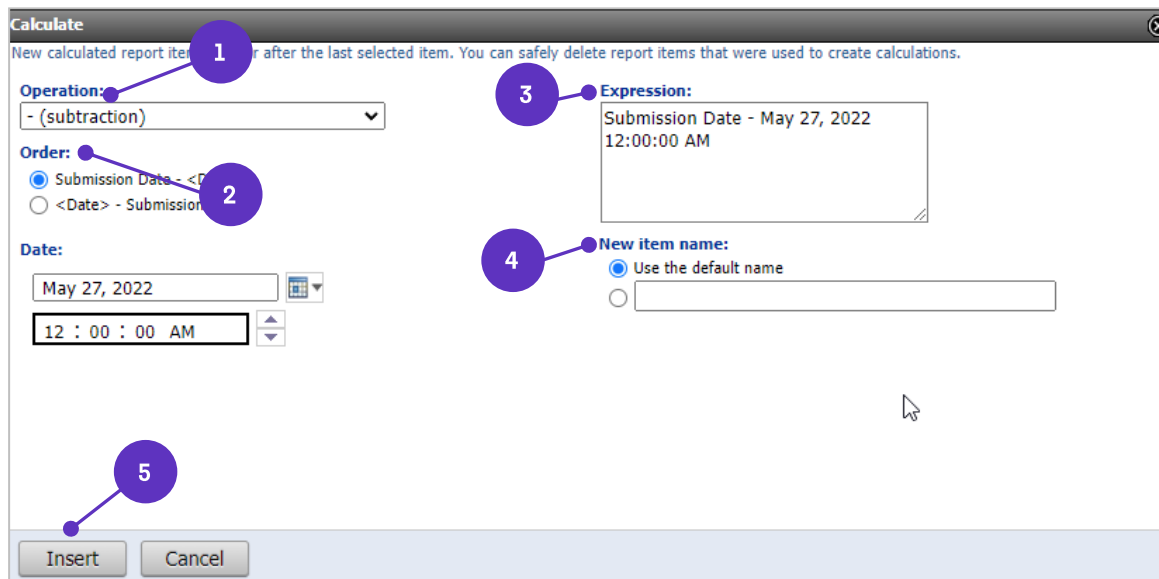
Text fields have the following Operations (between multiple fields only):

- Concatenation

Tip: After selecting the desired Operation, check the **Expression** section before inserting the calculation. This will tell you exactly what will be defined in the resulting column. Once you have verified the calculation, click **Insert**.

When creating a calculation, remember these steps:

1. Choose the **Operation**.
2. Check the **Order**.
3. Check the **Expression**.
4. Enter the **New Item Name**.
5. Click **Insert**.



Calculate

New calculated report item will be added after the last selected item. You can safely delete report items that were used to create calculations.

Operation: - (subtraction)

Order:

- ☒ Submission Date - <Date>
- ☐ <Date> - Submission

Date:

May 27, 2022

12 : 00 : 00 AM

Expression:

Submission Date - May 27, 2022
12:00:00 AM

New item name:

- ☒ Use the default name
- ☐ [Empty text box]

Callouts:

- 1: Points to the 'Calculate' dialog title bar.
- 2: Points to the 'Order' radio buttons.
- 3: Points to the 'Expression' text area.
- 4: Points to the 'New item name' radio buttons.
- 5: Points to the 'Insert' button.

Buttons: Insert, Cancel

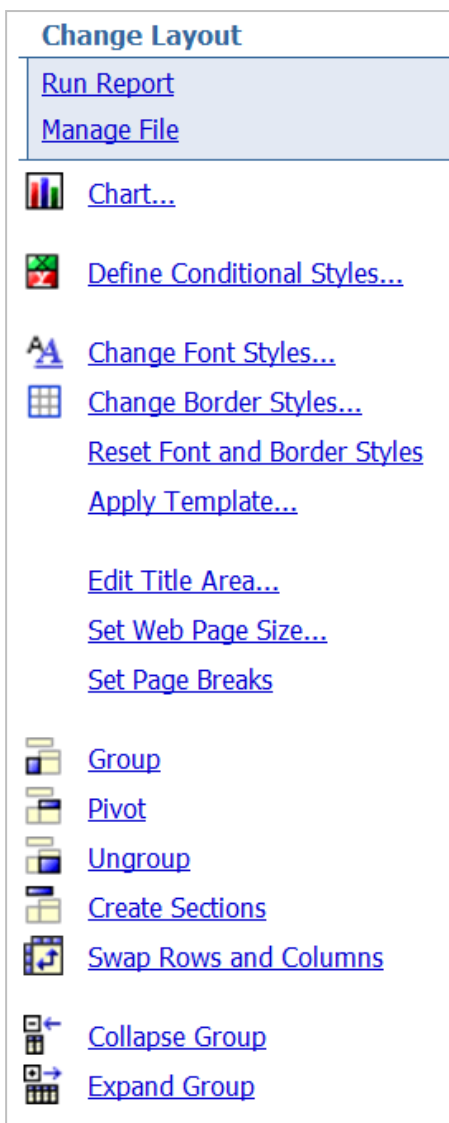
Cut, Paste, Delete, Undo and Redo



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. To move a column, Cut the column you would like to move and left-click on the column to the right of the new location of the column, then click **Paste**.

Note: It is possible to delete a column and retain filters or calculations based on that column. If you delete a column with a filter, you will be prompted to either delete or retain the filter prior to the column being completely deleted.

Change Layout



The ability to change the layout of a report can make a report look very clean for a presentation. Items such as grouping information can reduce the number of times a specific item appears in a report.

Note: If you are looking for raw data, it is best to not make changes to the layout in Cognos, but export to excel first and make changes there

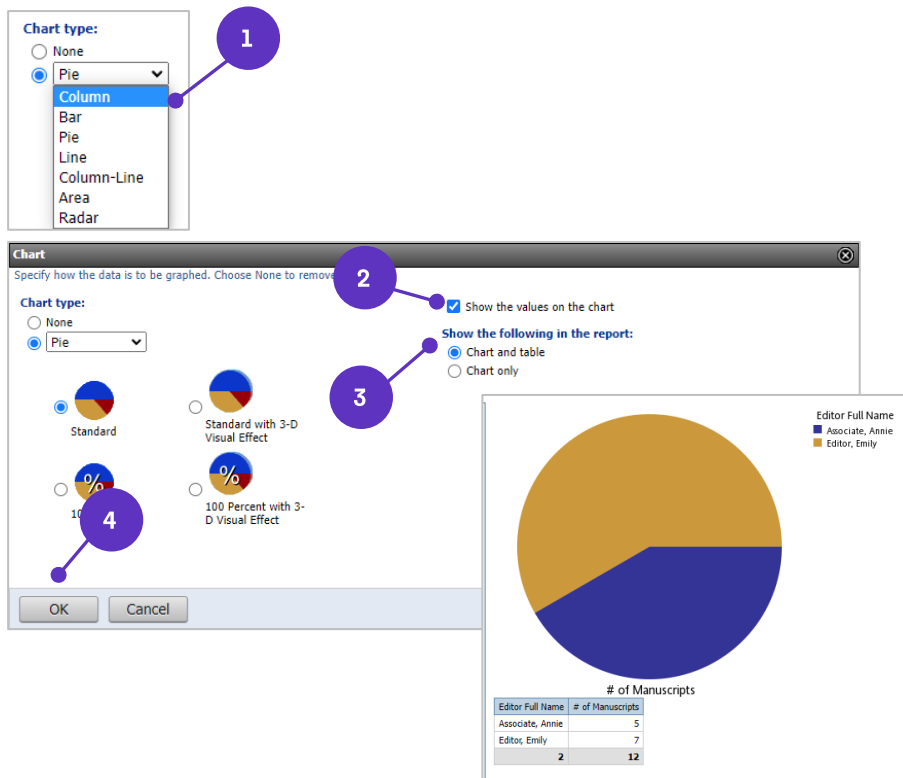
Chart



The Cognos interface supports pie charts, line graphs, bar charts, and many other types of charts and graphs. To create a chart:

1. Choose your type of chart.
2. Choose show values on the chart (optional).
3. Select if you want the chart and table or chart only.
4. Click **OK**.

Tip: Creating a chart only works if you have a count or summary field included in the report.



Define 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** text box and click the Insert button.

Select the style in which you'd like to display the results that fall above or below the value you entered. This is done by clicking the **pencil icon** within the value range. You can enter multiple time intervals and styles, and then click **OK** to apply these changes to the report.

Editor Full Name	Manuscript Type	Manuscript Status	# of Manuscripts
abcd	abcd	abcd	1,234
abcd	abcd	abcd	1,234
abcd	abcd	abcd	1,234
Summary			1,234

Define conditional styles

Specify one or more alphanumeric values to define ranges or select the values for which you want to define conditional styles. Then specify the style to use for each range or value. You can customize a style by clicking the Edit icon.

Selection:
of Manuscripts

New value:
[Text Box]
[Insert]

Range	Style
Highest value -	<Custom> [AaBbCc] [Pencil Icon]
X [10]	<Custom> [AaBbCc] [Pencil Icon]
X [5]	<Custom> [AaBbCc] [Pencil Icon]
Lowest value -	

[OK] [Cancel] [Apply]

Change font styles

Font: (Default) Size: (Default) Weight: (Default)

Font color: [Color Picker] Effects: ☐ Underline ☐ Overline ☐ Strikethrough

Background color: [Color Picker] Style: (Default) Text alignment: (Default) [Align Icon]

Preview:
[Green Box with text AaBbCcYyZz]
Reset to default values

[OK] [Cancel]

Report Results

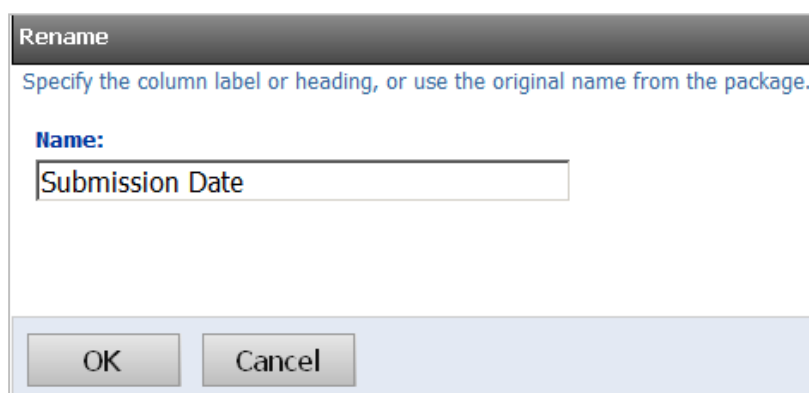
Editor Full Name	Manuscript Type	# of Manuscripts
Associate, Alfred	Original Article	7
Bissonette, Lisande	Original Article	35
Editor, Emily	Original Article	7
Summary		49

Formatting Options



The look of report results can be altered by using the formatting tools. Use the toolbar to change border styles, alignment, and font styles, sizes, weights, and color.

You can also change the name of any reporting column. Double-click on the column header and type in the desired name of the column. Click **OK**.



Group and Ungroup



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	Manuscript ID
Original Article	Reject with Transfer	WRK4-13-Nov-0006
Original Article	Invite Reviewers;Track Conflict Forms	WRK4-13-Nov-0007
Original Article	Invite Reviewers;Track Conflict Forms;Track Copyright Forms	WRK4-13-Nov-0008
Original Article	Transferred To bmdrc	WRK4-13-Sep-0003
Original Article	Transferred To bmdrc	WRK4-13-Sep-0004
Letter to the Editor (brief submission)	Reject Transfer	WRK4-13-Sep-0005
Invited Review	Assign Reviewers	WRK4-14-Apr-0010
Original Article		WRK4-14-Dec-0029.R1
Original Article		WRK4-2009-08-0016
Original Article		WRK4-2009-09-0034
Original Article		WRK4-2010-02-0010
Original Article		WRK4-2010-02-0011
Original Article		WRK4-2010-02-0017
Original Article		WRK4-2010-08-0042
Original Article		WRK4-2010-11-0059
Original Article		WRK4-2011-02-0006
Original Article		WRK4-2011-06-0027
Original Article		WRK4-2013-02-0001
Original Article	Assign AE	WRK4-19-Sep-0012
Original Article	Invite Reviewers	WRK4-14-Jan-0007
Original Article		WRK4-15-Apr-0007

Pivot



Crosstab reports are useful for more concisely summarizing or grouping like information. 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.

Manuscript Type	Submission Month	# of Manuscripts
Letter to the Editor	May	1
Letter to the Editor		1
Original Article	April	1
	August	4
	July	5
	June	1
	May	3
	November	1
	October	1
Original Article		16
Summary		17

Before Pivot

After Pivot

# of Manuscripts	Letter to the Editor	Original Article	Summary
May	1	3	4
April		1	1
August		4	4
July		5	5
June		1	1
November		1	1
October		1	1
Summary	1	16	17

Create Sections



[Create 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.

Manuscript Type	Submission Month	# of Manuscripts
Letter to the Editor	May	1
Letter to the Editor		1
Original Article	April	1
	August	4
	July	5
	June	1
	May	3
	November	1
	October	1
Original Article		16
Summary		17

Before Sections

After Sections

Manuscript Type: Letter to the Editor	
Submission Month	# of Manuscripts
May	1
Letter to the Editor	1
Manuscript Type: Original Article	
Submission Month	# of Manuscripts
April	1
August	4
July	5
June	1
May	3
November	1
October	1
Original Article	16
Summary	17

Swap Rows and Columns


[Swap Rows and Columns](#)

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

# of Manuscripts	Letter to the Editor	Original Article	Summary
May	1	3	4
April		1	1
August		4	4
July		1	5
June			1
November		1	1
October		1	1
Summary	1	16	17

Pivoted on Month of submission

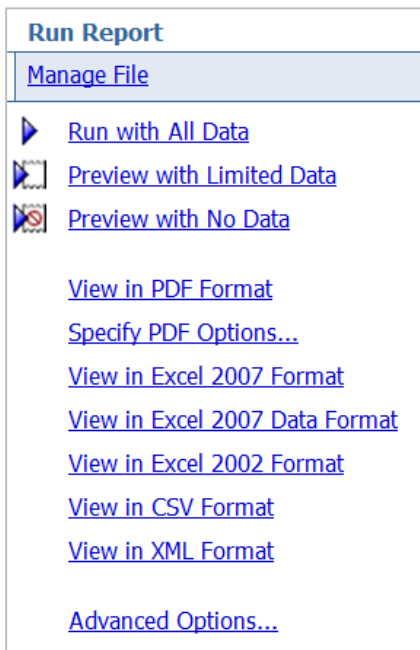
# of Manuscripts	May	April	August	July	June	November	October	Summary
Letter to the Editor	1							1
Original Article	2						1	16
Summary	4						1	17

Swapped to Manuscript Type

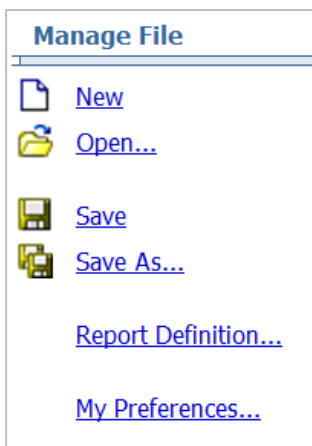
Run Report

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.

From the menu, click the viewing option you would like, and the system will prompt you to open or save the file in the specified format.



Manage File



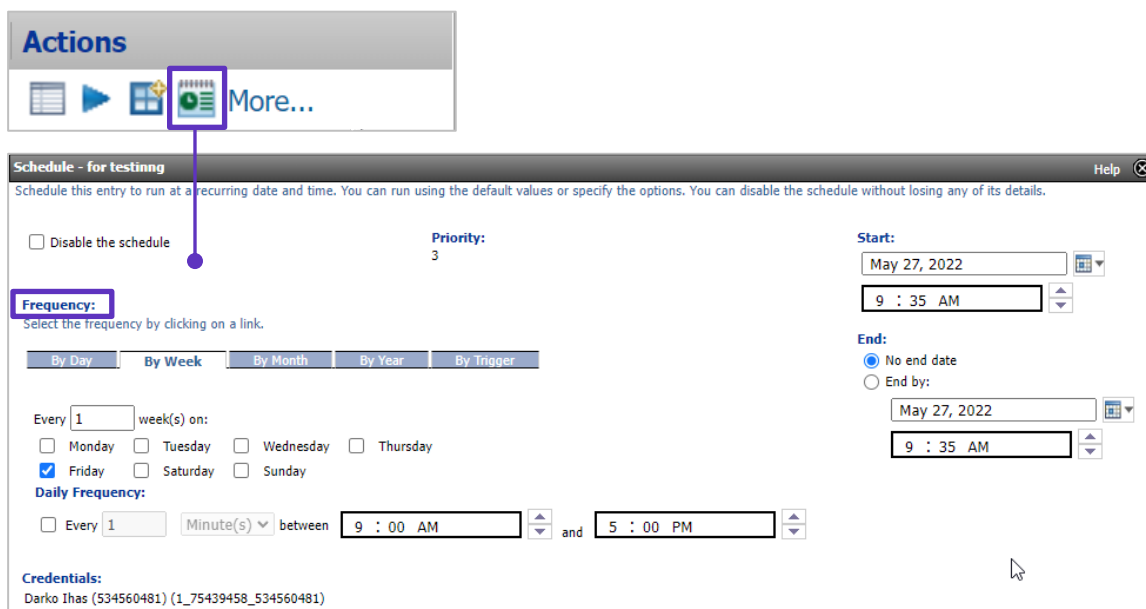
- **New:** Create a new Build Your Own report from within Query Studio. Alternatively, you can go to the menu on the left-hand side and click on **Manage File** to access the same link.

- **Open:** Open an existing user-built report within Query Studio. Alternatively, you can go to the menu on the left-hand side and click on **Manage File** to access the same link.
- **Save:** Save the report or click the **Save As** button to save the report under a new name or in a new folder.


Note: If you save the report to My Folders, please note that it will only be available as long as the Admin role in ScholarOne Manuscript is active and unexpired.

Scheduling a Report

Any report you have saved in your **My Folders** 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. Click the **Schedule** icon beside the report you would like to schedule. 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.



Actions

☐  More...

Schedule - for testing Help

Schedule this entry to run at a recurring date and time. You can run using the default values or specify the options. You can disable the schedule without losing any of its details.

☐ Disable the schedule **Priority:** 3

Frequency:
Select the frequency by clicking on a link.

By Day **By Week** **By Month** **By Year** **By Trigger**

Every 1 week(s) on:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday
☒ Friday ☐ Saturday ☐ Sunday

Daily Frequency:

☐ Every 1 Minute(s) between 9 : 00 AM and 5 : 00 PM

Start:
May 27, 2022
9 : 35 AM

End:
☒ No end date
☐ End by: May 27, 2022
 9 : 35 AM

Credentials:
Darko Ihas (534560481) (1_75439458_534560481)

Next, by checking the **Override the Default Values** check box, you can select the **Format** and **Delivery** of your report. Be sure that you uncheck any options you do not want.

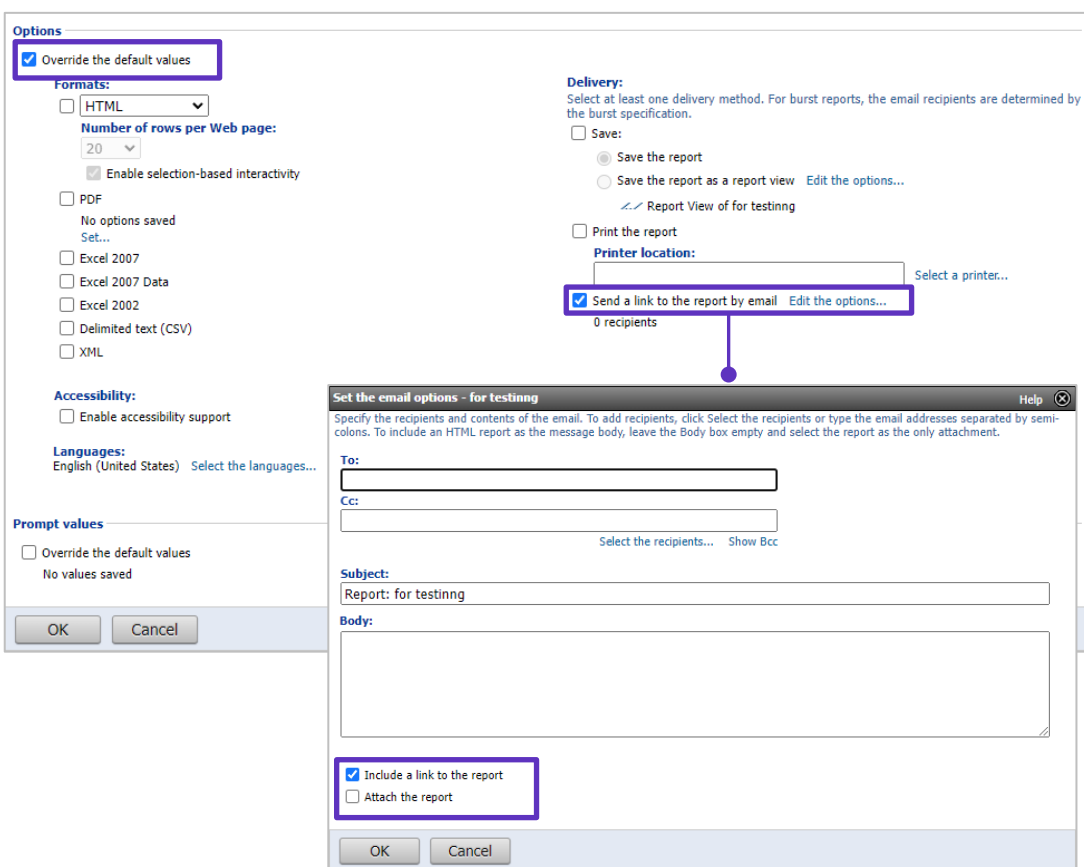
When setting up the report to be sent by e-mail, check the box beside the **Send a link to the report by e-mail** option. Then to designate how the e-mail will look, click the **Edit the options...** link.

There are several options to choose from:

Include a link to the report – The recipient will need to log in to ScholarOne Manuscripts with their User ID and Password to access the report via the e-mailed link. 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 recipient(s) 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.

Note: The **Print the report** option does not apply to ScholarOne Manuscripts.



Options

☒ Override the default values

Formats:

☐ HTML

Number of rows per Web page: 20

☒ Enable selection-based interactivity

☐ PDF
No options saved
Set...

☐ Excel 2007

☐ Excel 2007 Data

☐ Excel 2002

☐ Delimited text (CSV)

☐ XML

Accessibility:

☐ Enable accessibility support

Languages:
English (United States) Select the languages...

Prompt values

☐ Override the default values
No values saved

OK Cancel

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

☐ Save:

☒ Save the report

☐ Save the report as a report view Edit the options...

Report View of for testing

☐ Print the report

Printer location: Select a printer...

☒ Send a link to the report by email Edit the options...

0 recipients

Set the email options - for testing

Specify the recipients and contents of the email. To add recipients, click Select the recipients or type the email addresses separated by semi-colons. To include an HTML report as the message body, leave the Body box empty and select the report as the only attachment.

To:

Cc:

Select the recipients... Show Bcc

Subject:
Report: for testing

Body:

☒ Include a link to the report

☐ Attach the report

OK Cancel

A Step-By-Step Example of Creating a Custom Report

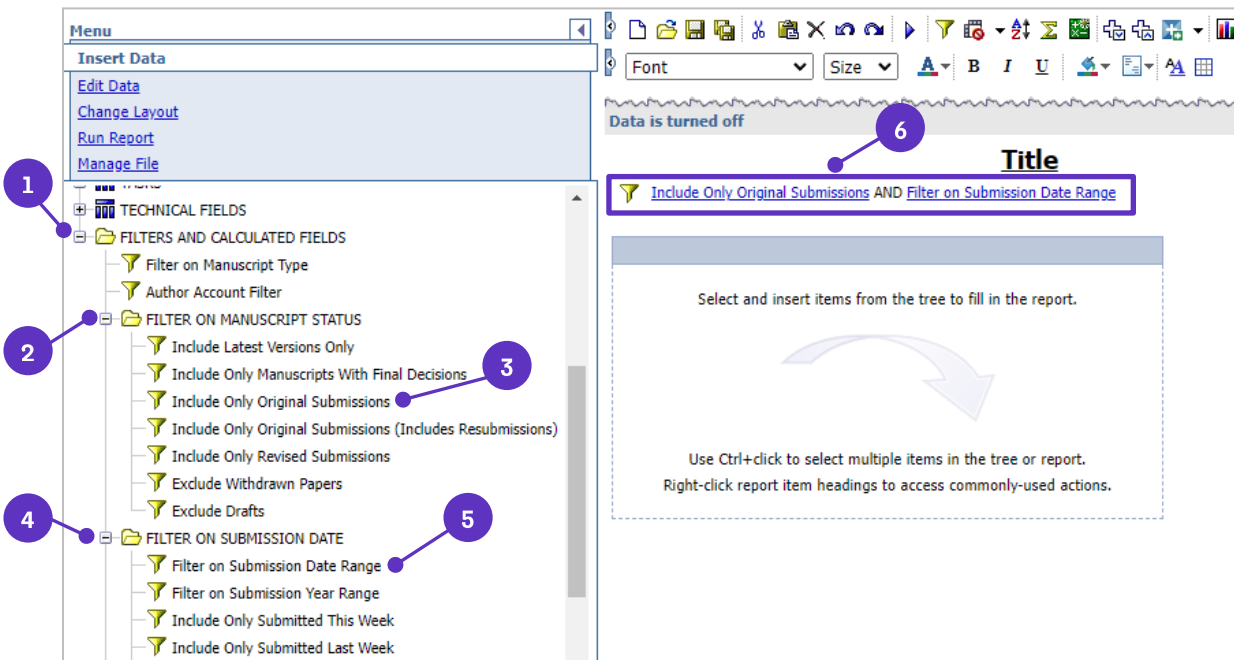
The custom report will be created using the Peer Review Details report package



Your Editor-in-Chief asks you to build a report for the annual meeting. He wants a report about **Original Submissions**. He tells you that the report needs to have how many manuscripts were submitted for the last quarter of 2013. He wants the information broke down into the number manuscripts by each **Editor**, then how many reviewers were invited and reviewed the paper, as well as what the editor **decision** was on the paper and the **Manuscript Type**.

The first thing you need to do is determine which pre-defined Filters and Calculated Fields you can use for the report.

1. Expand the Filters and Calculated Fields Folder
2. Expand the Filter on Manuscript Status Folder
3. Double-click the Included only Original Submission filter
4. Expand the Filter on Submission Date folder
5. Double-click on the Filter on Submission Date Range filter
6. After you have combined the filters, you will see them on the header section of the right side of the screen where you are creating the custom report



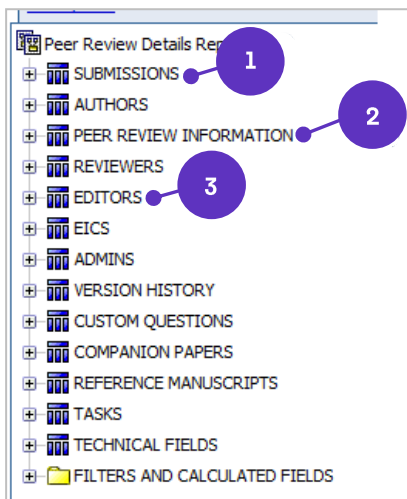
Now you have to choose which data elements you will need for the report:

- Manuscript Type
- Manuscript ID Number
- Number of Manuscripts
- Number of Invited Reviews
- Number of Completed Reviews
- Manuscript Decision or Recommendation (this will depend on your workflow)
- Editor Full Name

Manuscript Type	Manuscript ID	# of Manuscripts	Recommendation	# Reviewers Invited	# Reviews Completed	Editor Full Name
abcd	abcd	1,234	abcd	1,234	1,234	abcd
abcd	abcd	1,234	abcd	1,234	1,234	abcd
abcd	abcd	1,234	abcd	1,234	1,234	abcd
Summary		1,234				

The data elements can be found for this report in the following sections:

- Submissions
- Peer Review Information
- Editors



If you run the report now, you will notice that the information is not very well organized.

Manuscript Type	Manuscript ID	# of Manuscripts	Recommendation	# Reviewers Invited	# Reviews Completed	Editor Full Name
Article for Fast Track Review	CHA-00523-FT-2013	1	Reject	2	1	Dodick, D
Article for Fast Track Review	CHA-00526-FT-2013	1	Accepted with Major Revisions	3	2	Dodick, D
Brief Report	CHA-00348-BR-2013	1	Reject	0	0	Ferrari, Mich
Brief Report	CHA-00396-BR-2013	1	Reject	2	1	Evers, Stef
Brief Report	CHA-00414-BR-2013	1		1	1	Wang, Shu
Brief Report	CHA-00425-BR-2013	1	Reject	0	0	Dodick, D
Brief Report	CHA-00434-BR-2013	1	Accepted with Major Revisions	3	2	Ducros, A
Brief Report	CHA-00438-BR-2013	1	Reject	1	1	Purdy, A

The report will require some changes to the layout. Grouping the columns of information will change the look of the report. When grouping information, it is important to decide what order you want the columns to be in. Since the EIC wants the report based on the Editor, you will Group by Editor Full name first.

Group the columns in the following order:

- Editor Full Name
- Manuscript Type

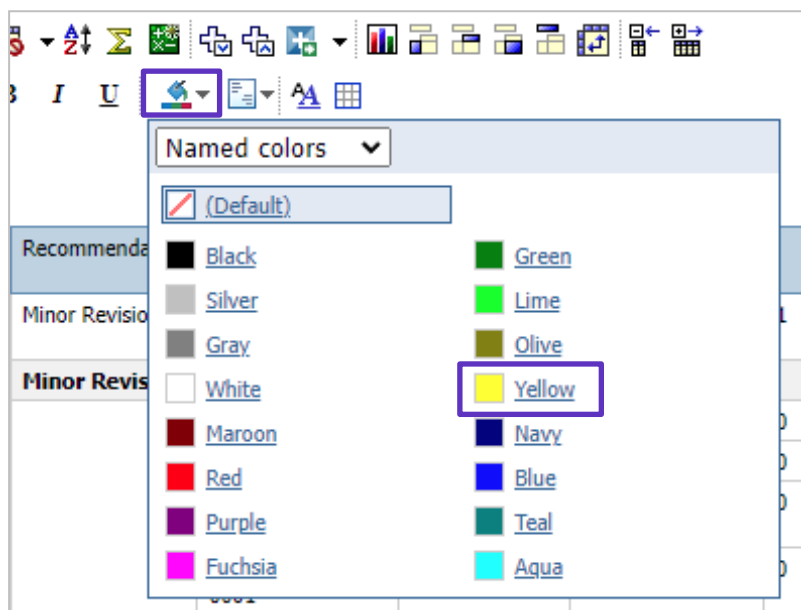
- Recommendation

Then run the report with data. The information is now grouped by Editor, and the gray section shows the total number of manuscripts.

Editor Full Name	Manuscript Type	Recommendation	Manuscript ID	# of Manuscripts	# Reviewers Invited	# Reviews Completed	
Associate, Alfred	Original Article	Minor Revision	WRK4-21-Feb-0001	1	1	1	
		Minor Revision			1		
			draft		1	0	0
			WRK4-16-Jul-0027		1	0	0
			WRK4-17-Oct-0016		1	0	0
			WRK4-19-Mar-0001		1	1	0
			WRK4-22-Apr-0006		1	1	1
			WRK4-22-Mar-0003		1	1	1
				6			
				7			
Original Article				7			
Associate, Alfred				7			
Associate, Alma	Original Article		WRK4-16-Jan-0006	1	1	1	
			WRK4-2009-06-0004	1	3	0	

To make this section stand out for the report, we can highlight the area above by changing the background color.

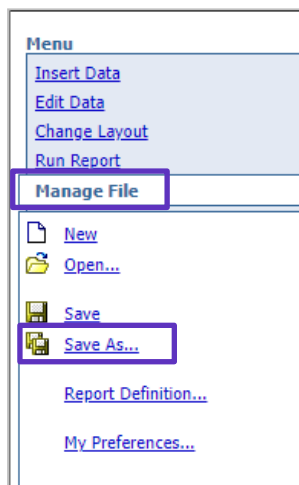
Left-click on the gray section of the Editor Full name so that it is highlighted, and then choose the paint can icon to change the background color to yellow. Repeat the process for the gray section in the number of manuscripts column and run the report again.



The report results will now have an easy to read highlighted section for each Editor.

Editor Full Name	Manuscript Type	Recommendation	Manuscript ID	# of Manuscripts	# Reviewers Invited	# Reviews Completed
Associate, Alfred	Original Article	Minor Revision	WRK4-21-Feb-0001	1	1	1
		Minor Revision		1		
			draft	1	0	0
			WRK4-16-Jul-0027	1	0	0
			WRK4-17-Oct-0016	1	0	0
			WRK4-19-Mar-0001	1	1	0
			WRK4-22-Apr-0006	1	1	1
			WRK4-22-Mar-0003	1	1	1
			6			
	Original Article			7		
Associate, Alfred			7			
Associate, Alma	Original Article		WRK4-16-Jan-0006	1	1	1
			WRK4-2009-06-0004	1	3	0
				2		
	Original Article			2		
Associate, Alma			2			
Associate, Annie	Original Article		WRK4-16-Jan-0004	1	0	0
			WRK4-18-Mar-0024	1	0	0

Remember to save the report if you would like to use it in the future.



If you require technical assistance, please contact Customer Care at s1help@clarivate.com.

About Clarivate

Clarivate™ is a global leader in providing solutions to accelerate the pace of innovation. Our bold mission is to help customers solve some of the world's most complex problems by providing actionable information and insights that reduce the time from new ideas to life-changing inventions in the areas of Academia & Government, Life Sciences & Healthcare, Professional Services and Consumer Goods, Manufacturing & Technology. We help customers discover, protect, and commercialize their inventions using our trusted subscription and technology-based solutions coupled with deep domain expertise. For more information, please visit clarivate.com.

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