

# **Collaborative Editing Platform (Platform Administrator) user manual**

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# 1 platform administrator

## 1.1 Introduction

The relevant screens of the platform administrator center are for users with platform administrator privileges to operate , and can operate some screens and functions that ordinary privilege users cannot operate .

## 1.2 Platform administrator management center



After a user with the platform administrator role logs in to the system , click the [ Platform Administrator Center ] menu , and the page will jump to the operation and management interface of the Platform Administrator Center .

## 1. 2. 1 task list

### TaskList

#### ✍ OperationList

- 0 Select Next Workflow (Revised)
- 0 Awaiting Pick and Assign Manuscript
- 1 **Awaiting Editor Checklist**
- 0 Whether Assign AEIC
- 0 Awaiting EEIC Assignment
- 0 Awaiting ED Assign AE
- 0 Whether EEIC Make Decision or Select Reviewers
- 0 Whether AE Make Decision(ED)
- 0 Awaiting Reviewer Selection(EEIC)
- 1 **Awaiting EEIC Assign AE**
- 1 **Awaiting Reviewer Selection(AE)**
- 0 Awaiting Reviewer Invitation(EEIC)
- 1 **Whether AE Make Decision(AEIC)**
- 8 **Awaiting Reviewer Selection(ED)**
- 1 **Awaiting Reviewer Invitation(AE)**
- 0 Awaiting Reviewer Assignment(EEIC)
- 0 Awaiting Reviewer Assignment(AE)
- 4 **Awaiting Reviewer Invitation(ED)**
- 0 Awaiting Reviewer Scores(EEIC)
- 1 **Awaiting Reviewer Scores(AE)**
- 1 **Awaiting Reviewer Assignment(ED)**
- 1 **Awaiting AE Recommendation**
- 0 Awaiting EEIC Decision
- 0 Awaiting Reviewer Scores(ED)
- 6 **Awaiting ED Processing After Review**
- 1 **Awaiting EM Final Decision**
- 0 Send Final Decision Mail

#### 📁 Awaiting Production Lists

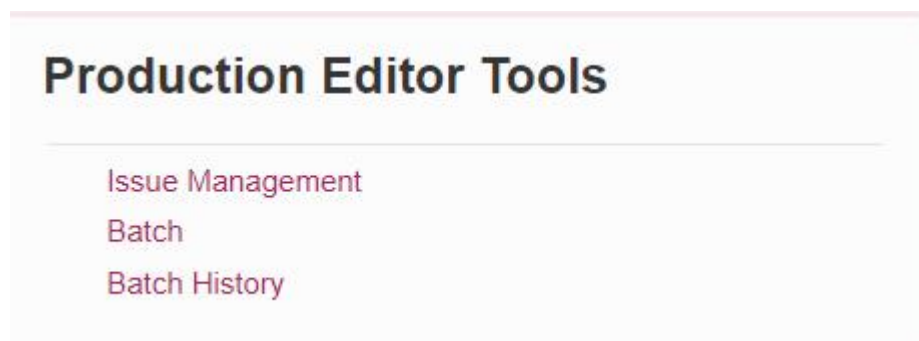
- 0 Awaiting Production Checklist
- 0 Assigned to Batch - Awaiting Export

<ul style="list-style-type: none"> <li>3 <b>Completed Production Checklist</b></li> <li>✚ Awaiting Revised             <ul style="list-style-type: none"> <li>4 <b>Manuscripts Awaiting Revision</b></li> </ul> </li> <li>✚ Overdue             <ul style="list-style-type: none"> <li>20 <b>Overdue Mission</b></li> <li>2 <b>Reviewer the response overdue</b></li> <li>5 <b>Reviewer the scores overdue</b></li> </ul> </li> <li>✚ Manuscripts Returned to Author             <ul style="list-style-type: none"> <li>0 Unsubmit</li> </ul> </li> <li>✚ Invited Papers             <ul style="list-style-type: none"> <li>✎ Create a Manuscript Stub</li> <li>0 Await invite author</li> <li>0 Await author reply</li> <li>0 Await author submit</li> </ul> </li> <li>✚ Transfer manuscript             <ul style="list-style-type: none"> <li>✎ Business competitor address</li> <li>4 <b>Await transfer manuscript</b></li> <li>19 <b><u>Finish transfer manuscript</u></b></li> <li>32 <b>Receive transfer manuscript</b></li> </ul> </li> <li>✚ Withdraw manuscript             <ul style="list-style-type: none"> <li>1 <b>withdraw</b></li> </ul> </li> <li>✚ The manuscript charges             <ul style="list-style-type: none"> <li>18 <b>No charge</b></li> <li>24 <b>In the charge</b></li> <li>0 Charging is completed</li> </ul> </li> <li>✚ Proofs             <ul style="list-style-type: none"> <li>3 <b>Not proofed</b></li> <li>0 Proofed</li> </ul> </li> <li>✚ Editor-in-Chief Sign             <ul style="list-style-type: none"> <li>3 <b>Editor-in-Chief Not Sign</b></li> <li>0 Wait Editor-in-Chief Sign</li> <li>0 Editor-in-Chief Signed</li> </ul> </li> </ul>
---

The platform administrator role can see the relevant operation screens of all review roles, and can directly operate these review process screens . ( For the detailed

operation of each review process screen , please refer to the review document )

## 1.2.2 Publishing and editing tools



This module includes periodical volume management , configuration of manuscript export batch processing and related operation screens.

## 1.2.2.1 batch processing

- AddBatch

BatchName:

Timing:  EveryYear

Monthly  Select...

Weekly  Select...

Daily  Select...

When the total number of manuscripts

---

File & Metadata (zip file with metadata, manifest, DTD (if applicable), and file marked for export)  
 Metadata Only (zip file with metadata, manifest, and DTD (if applicable))  
 Original Files & Metadata (zip file with metadata, manifest, DTD (if applicable) and only original files marked for export. The PDF Proof is not included  
 Single file (xml) only  
 Single file (xml) only & PDF proof - First Look sites only

Select Location:  Select...

---

Format:  XML (ScholarOne DTD)  XML (Cadmus DTD)  
 XML (HighWire DTD)  XML (PubMed DTD)  
 HTML  CSV  
 XML (Elsevier DTD)  XML (NLM HWP DTD)  
 Fast Pass - Character Replacement

---

Available:  Always  
 When Production Checklist is complete.

---

Send export manifest by mail

+ Add

This screen is used to configure the batch processing information used when exporting manuscripts . You can choose the file content and file format you need to export . Through different export methods, the files are regularly compressed and exported.

There are three export methods :



- ① E- Mail : The batch process will send the exported file to the email address you entered as a zip attachment .
- ② FTP : Transfer the exported attachments to the designated FTP server path in the form of FTP transfer through the FTP address and user name and password you input .
- ③ SFTP : Transfer the exported attachments to the specified SFTP server path in the form of S FTP transfer through the S FTP address and user name and password you input .

After storing the configured information, click the Add button, and the configuration batch information will be displayed in the column in the figure below

in .

BatchName	Timing	Default	Edit	Delete
导出处理Batch	When the total number of manuscripts = 1	<input checked="" type="radio"/>	Edit	Delete

- ◆ Default: After the manuscript is finalized, it will be automatically assigned to this batch.
- ◆ Edit : Edit the current batch information .
- ◆ Delete : delete the current batch information.

### 1.2.2.2 history record

- History	
Name	Export Time/Date
Manuscript export by Batch (2,651,490 bytes) - Exported to file TEST-2021-0006-20221114200000.zip	2022-11-14 20:00
Manuscript export by Batch (608,961 bytes) - Exported to file TEST-2022-0012-20221114150000.zip	2022-11-14 15:00
Manuscript export by Batch (678,636 bytes) - Exported to file TEST-2021-0002-20220111210000.zip	2022-01-11 21:00
Manuscript export by Batch (0 bytes) - Export file failed	2022-01-11 20:00
Manuscript export by Batch (0 bytes) - Export file failed	2022-01-11 19:00
Manuscript export by Batch (0 bytes) - Export file failed	2022-01-11 18:00
Manuscript export by Batch (0 bytes) - Export file failed	2022-01-11 17:00
Manuscript export by Batch (0 bytes) - Export file failed	2022-01-11 16:00
Manuscript export by Batch (0 bytes) - Export file failed	2022-01-11 15:00
Manuscript export by Batch (0 bytes) - Export file failed	2022-01-11 14:00

1-10

This screen displays the historical record information and time of batch export ( including automatic export and manual export) , and the data content in the list can be downloaded through the Export CSV button .

## 1.2.2.3 Issue management

Issue List								
Volume	Issuelid	Description	Property	Manuscripts Assigned	View	Edit	Operation	Delete
1	1	2019年第1期	<ul style="list-style-type: none"> <li>Print Scheduled Date:</li> <li>Date to Public:</li> <li>B/W Image Count:0</li> <li>Color Image Count:0</li> <li>Page Budget:58</li> <li>Issue Start Page:1</li> <li>Issue End Page:62</li> <li>ISSN:</li> <li>eISSN:</li> <li>Print Run:</li> </ul>	3	<input type="button" value="Q"/>	<input type="button" value="✎"/>	<input type="button" value="Forbid"/>	<input type="button" value="✕"/>

This screen is the added periodical list information, and the user can operate the periodical information through the corresponding buttons.

- ◆ View / edit objects : view/edit all manuscript list information assigned to this journal , and jump to the [journal detail](#) screen .
- ◆ Edit periodical: A small screen for [editing periodical](#) information pops up , and you can modify and save the periodical information.
- ◆ Delete Journal: Delete the information of the current journal.
- ◆ Add periodical: A small screen for [adding periodicals](#) pops up , and you can create a new periodical information and save it.

### 1.2.2.3.1 Journal Details

vol:1, iss:1				
Sort	Doc ID	Status	Detail	Remove
1	<ul style="list-style-type: none"> <li>Draft</li> <li><a href="#">View Submission</a></li> <li></li> <li>Type:</li> </ul>	<ul style="list-style-type: none"> <li>Awaiting ED Processing After Review(Due 2023-04-03)</li> <li>vol:1, iss:1</li> </ul>	<input type="button" value="Q"/>	<input type="button" value="✕"/>

This screen is a list of all assigned manuscript information contained under a certain journal .

- ◆ Detail/Edit : This button allows you to view the detailed information of the manuscript and jump to the manuscript information screen.
- ◆ Remove : Remove the manuscript from the current journal.
- ◆ Save : Save the act information entered on the screen.
- ◆ Export CSV: Export screen information.

### 1.2.2.3.2 Edit journal

The screenshot shows a web interface titled "SciCloud - TEST" with a sub-header "Add Issue". The form contains the following fields and values:

Description:	2019年第1期
Volume:	1
IssueId:	1
Print Scheduled Date:	<input type="text"/>
Date to Public:	<input type="text"/>
B/W Image Count:	0
Color Image Count:	0
Page Budget:	58
Issue Start Page:	1
Issue End Page:	62
ISSN:	<input type="text"/>
eISSN:	<input type="text"/>
Print Run:	<input type="text"/>
Notes:	<input type="text"/>

At the bottom right of the form, there are two buttons: "Save" (highlighted in red) and "Close".

This screen is used to modify journal information. After the user completes the modification, click the Save button to save the modified information.

### 1.2.2.3add journal

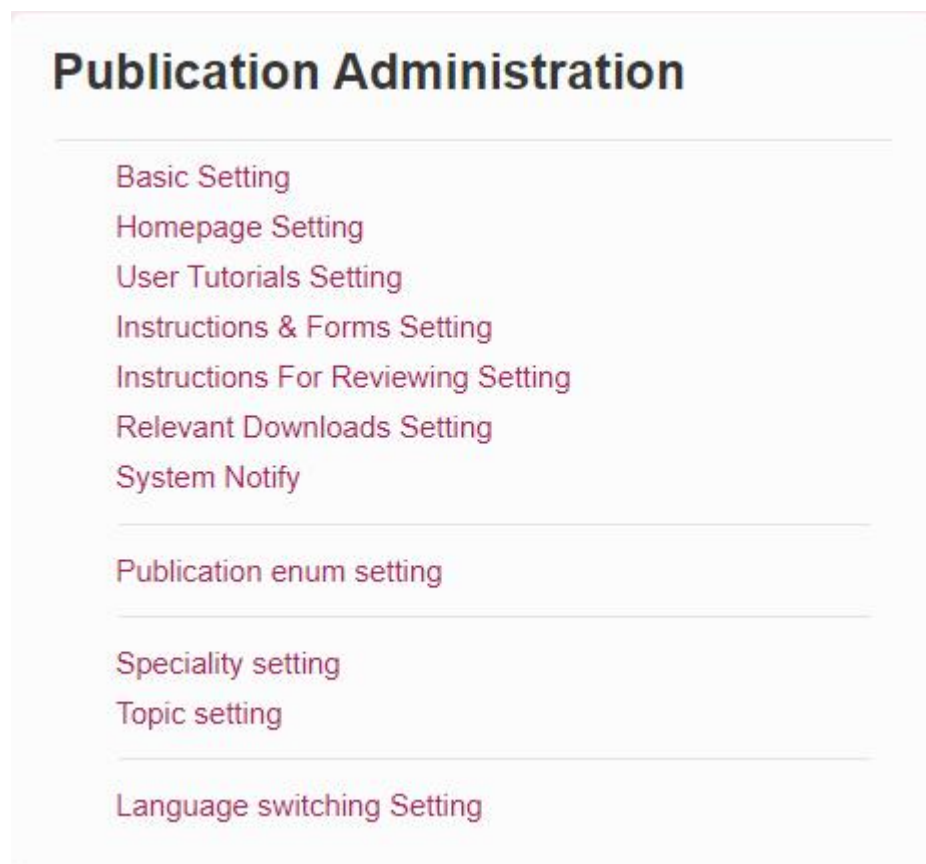
The screenshot shows a web interface titled "SciCloud - TEST" with a sub-header "Add Issue". The form contains the following fields:

- Description: [Text input]
- Volume: [Text input]
- Issued: [Text input]
- Print Scheduled Date: [Date picker]
- Date to Public: [Date picker]
- B/W Image Count: [Text input]
- Color Image Count: [Text input]
- Page Budget: [Text input]
- Issue Start Page: [Text input]
- Issue End Page: [Text input]
- ISSN: [Text input]
- eISSN: [Text input]
- Print Run: [Text input]
- Notes: [Text area]

At the bottom right, there are two buttons: "Save" (with a floppy disk icon) and "Close".

This screen is used to create a new periodical. After the user enters the relevant content , click the save button, and the new periodical content will be saved.

## 1.2.3 Publication Management



This module is for platform administrators to modify publication information .

### 1.2.3.1 basic settings

The screenshot shows the 'Publications Basic Information' form. It contains the following fields:

Publication Full Name( Chinese) :	<input type="text" value="中国科学 - 测试"/>
Publication Full Name( English) :	<input type="text" value="SciCloud - TEST"/>
Publication Abbreviations :	<input type="text" value="TEST"/>
Publisher Name :	<input type="text" value="《中国科学》杂志社"/>
Published ISSN :	<input type="text"/>
Online ISSN :	<input type="text"/>
Home Page :	<input type="text" value="http://engine.scichina.com/publisher/scp?slug=journal"/>
Support Website :	<input type="text" value="http://www.scichina.com"/>

At the bottom right of the form is a red 'Save' button.


1. The platform administrator modifies the basic information of the publication, and clicks the [ Save ] button to save the modified basic information of the publication .

Header Image( 350 \* 60 )

Please drag and drop files here.

📎 Attach


Login Image



Please drag and drop files here.

📎 Attach

PDF Logo( 160 \* 220 )



Please drag and drop files here.

📎 Attach

- The platform administrator modifies the header picture, login page picture and pdf logo, and clicks the [ Select File ] button to upload a new header picture, login page picture and pdf logo.

Management Center Contacts

Administrator Name :

Administrator Email :

Administrator Phone :

Administrator Fax :

EIC Name :

EIC Email :

💾 Save

- The platform administrator modifies the basic contact information of the

management center , and clicks the [ Save ] button to save the edited contact information of the management center .

### 1.2.3.2 home page settings

The screenshot shows the 'Edit homepage' interface. It features two text areas for entering HTML code. The first text area is labeled 'Please enter the Html code below the text area(Chinese)' and contains the following code:

```
<div class="panel panel-primary">
<div class="panel-heading">
<h4 class="panel-title">刊物简介</h4>
</div>
<div class="panel-body">
<div>
<table>
<tbody>
```

The second text area is labeled 'Please enter the Html code below the text area(English)' and contains the following code:

```
<div class="panel panel-primary">
<div class="panel-heading">
<h4 class="panel-title">Journal Introduction</h4>
</div>
<div class="panel-body">
<div>
<table>
<tbody>
```

At the bottom right of the interface, there are three buttons: 'Preview(Chinese)', 'Preview(English)', and 'Save'.

1. The platform administrator edits the information of the home page , the platform administrator enters the html code in the blank space, clicks the [ Preview ] button , enters the preview html information screen ( as shown below) , clicks the [ Save ] button , and saves the modified html code home page information.

The screenshot shows the file upload interface. At the top, there is a text box with the placeholder 'Please drag and drop files here'. Below this is an 'Attach' button. Underneath, there is a section titled 'Uploaded relevant download file' which lists five files:

- 2018征稿简则.pdf
  - Copy & paste: <a href="/TEST/fileNotLogin/view/1078494617525161984" target="\_blank" rel="noopener noreferrer">2018征稿简则.pdf</a>
  - Upload date: 2018-12-28 11:35 [Delete](#)
- 著作权转让声明书.doc
  - Copy & paste: <a href="/TEST/fileNotLogin/view/1078495092819496960" target="\_blank" rel="noopener noreferrer">著作权转让声明书.doc</a>
  - Upload date: 2018-12-28 11:37 [Delete](#)
- 2018-化学-中文-模版.doc
  - Copy & paste: <a href="/TEST/fileNotLogin/view/1078495431052365824" target="\_blank" rel="noopener noreferrer">2018-化学-中文-模版.doc</a>
  - Upload date: 2018-12-28 11:38 [Delete](#)
- 通报中文3.jpg
  - Copy & paste: <a href="/TEST/fileNotLogin/view/1154567048534298624" target="\_blank" rel="noopener noreferrer">通报中文3.jpg</a>
  - Upload date: 2019-07-26 09:40 [Delete](#)
- 新建 Microsoft Word 文档(1).docx
  - Copy & paste: <a href="/TEST/fileNotLogin/view/1591988007928729600" target="\_blank" rel="noopener noreferrer">新建 Microsoft Word 文档(1).docx</a>
  - Upload date: 2022-11-14 10:54 [Delete](#)

2. The platform administrator clicks the [ Select File] button to upload the required related files.

### 1.2.3.3 Operation Guide Settings

**User Tutorials**

**Author**

SciCloud用户手册_作者.pdf	Delete
SciCloud用户手册_作者 (英) .docx	Delete

**Reviewer**

协同编辑平台用户手册_审稿.docx	Delete
--------------------	--------

**Editor**

协同编辑平台用户手册_编辑.docx	Delete
--------------------	--------

**Roles**

Admin

**Selection**

Please drag the file here

Selection

1. The platform administrator selects a role and clicks the [ Select File] button to upload the required related files. The same role can upload multiple files
2. The uploaded instruction manual can be deleted.

### 1.2.3.4 Contribution Instructions Settings

**Edit Instructions & Forms**

Please enter the Html code below the text area(Chinese)

```
<div class="panel panel-primary">
<div class="panel-heading">
<h4 class="panel-title">1 用稿原则</h4>
</div>
<div class="panel-body">
<div>
<table>
<tbody>
```

Please enter the Html code below the text area(English)

```
precision motion and attitude control technology, low-power wide-area intelligent IoT technology, client-cloud integration collaboration technology, etc. VRIH has
taken the initiative to establish a high-quality journal; it shows global researchers the characteristics and level of setting up of a high-level journal, helps to achieve
the quick publication and exchange of academic achievements in the virtual reality and intelligent hardware research field on related international platforms.
</td>
</tr>
</tbody>
</table>
</div>
</div>
```

Preview(Chinese) Preview(English) Save

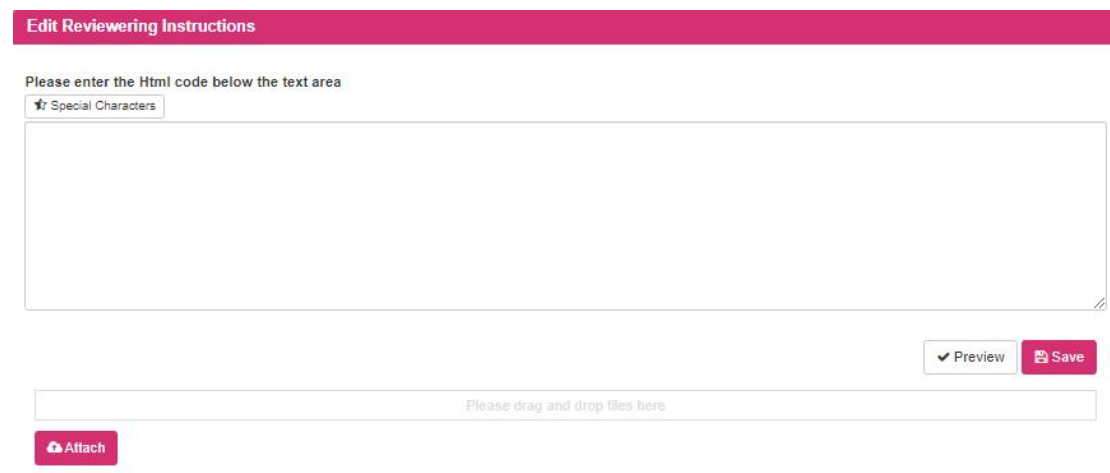
1. The platform administrator edits the information of the submission instructions . The platform administrator enters the html code in the blank space, clicks the [ Preview ] button , enters the preview html information screen ( as shown below) , clicks the [ Save ] button , and saves the modified html code Instructions for



Contributors .

2. The platform administrator clicks the [ Select File] button to upload the required related files.

### 1.2.3.5 Review Notes Settings



The screenshot shows a web interface for editing review instructions. At the top is a pink header bar labeled "Edit Reviewing Instructions". Below this, a text area is provided for entering HTML code, with a "Special Characters" button to its left. To the right of the text area are "Preview" and "Save" buttons. Below the text area is a file upload section with the text "Please drag and drop files here" and an "Attach" button.

1. The platform administrator edits the information of the review notice . The platform administrator enters the html code in the blank space, clicks the [ Preview ] button , enters the preview html information screen ( as shown below) , clicks the [ Save ] button , and saves the modified html Code review information .

2. The platform administrator clicks the [ Select File] button to upload the required related files.

### 1.2.3.6 Related download settings

**Edit Relevant Downloads**

Please enter the Html code below the text area

```
<li> <a href="/TEST/fileNotLogin/view/1078494617525161984">2018征稿简则.pdf</a></li>
<li> <a href="/TEST/fileNotLogin/view/1078495092819496960">著作权转让声明书.doc</a></li>
<li> <a href="/TEST/fileNotLogin/view/1078495431052365824">2018-化学-中文-模版.doc</a></li>
```

▼ Preview
Save

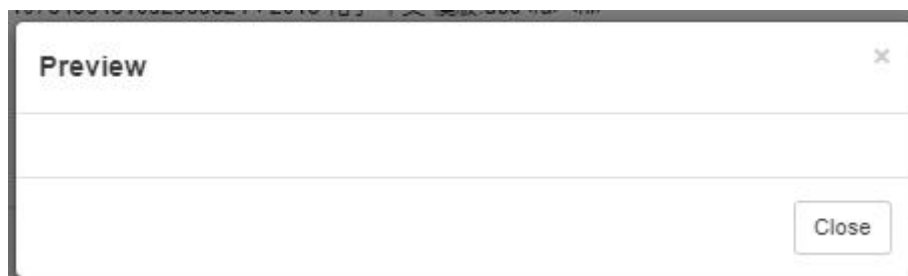
Please drag and drop files here

+ Attach

**Uploaded relevant download file**

1. 2018征稿简则.pdf
  - Copy & paste: <a href="/TEST/fileNotLogin/view/1078494617525161984" target="\_blank" rel="noopener noreferrer">2018征稿简则.pdf</a>
  - Upload date: 2018-12-28 11:35 ✖ Delete
2. 著作权转让声明书.doc

1. The platform administrator edits the information related to download settings . The platform administrator enters the html code in the blank space, clicks the [ Preview ] button , and enters the preview html information screen ( as shown below) , and clicks the [ Save ] button to save the modified html code related download information.



2. The platform administrator clicks the [ Select File] button to upload the required related files.

### 1.2.3.7 system notification

Select	Title	Notice Content	Starting Time ↓	End Time
<input type="radio"/>	系统维护通知	尊敬的各位用户： 为了给您提供更好的服务，SciCloud投审稿系统将于2022年9月29日17:00-2022年9月30日8:00进行机房迁移，迁移期间系统将无法访问，给您带来的不便我们深表歉意。 SciCloud投审稿系统技术团队 2022年9月28日	2022-09-28 09:30	2022-09-30 09:00
<input type="radio"/>	系统维护通知	尊敬的各位用户： 为了给您提供更好的网络环境，SciCloud投审稿系统将于2022年9月22日13:00-17:00进行网络调优，调优期间可能会出现访问中断的情况，给您带来的不便我们深表歉意。 SciCloud投审稿系统技术团队 2022年9月21日	2022-09-21 16:00	2022-09-22 20:00

Buttons: Add, modify, Delete. Page: 1-2

1. Click the [ Add ] button to enter the new system notification screen (as shown in the figure below ) , enter relevant information, and click the [ Save ] button to save the newly added system notification information.

**SciCloud - TEST**

**System Notification**

Title:

Notice Content:

Starting Time:

End Time:

Buttons: Save, Cancel

2. Select the radio button of the selected item , click the [ Modify ] button to enter the modification screen of the record, modify the relevant information, and click the [ Save ] button to save the modified system notification information .

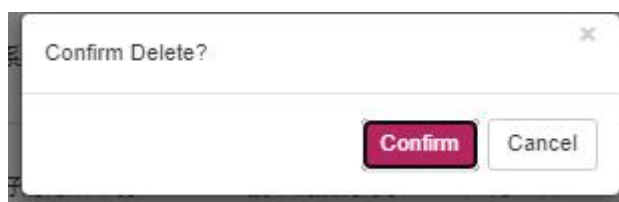


The screenshot shows a web interface for creating a system notification. The title bar reads "SciCloud - TEST". Below it is a "System Notification" form with the following fields:

- Title:** 系统维护通知
- Notice Content:** 尊敬的各位用户：  
为了给您提供更好的服务，SciCloud投审稿系统将于2022年9月29日17:00-2022年9月30日8:00进行机房迁移，迁移期间系统将无法访问，给您带
- Starting Time:** 2022-09-28 09:30
- End Time:** 2022-09-30 09:00

At the bottom right of the form are "Save" and "Cancel" buttons.

3. Select the radio button of the selected item , click the [ Delete ] button , enter the delete confirmation screen ( as shown below ) , click the [ OK ] button , delete the record, click the [ Cancel ] button, close the screen without deleting the record .



The screenshot shows a "Confirm Delete?" dialog box with a close button (X) in the top right corner. At the bottom, there are two buttons: "Confirm" and "Cancel".

4. Click the [ Start Time] and [ End Time] of the title to reorder the records according to the corresponding sorting method .

## 1.2.3.8 Publication Enumeration Settings

Speciality					
Move	Order	Action	Parent Subject	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼		无机化学	Inorganic Chemistry
▲ ▼	2 ▼	Select... ▼		有机化学	Organic Chemistry
▲ ▼	3 ▼	Select... ▼		高分子科学	Polymer Sciences
▲ ▼	4 ▼	Select... ▼		物理化学	Polymer Sciences
▲ ▼	5 ▼	Select... ▼		分析化学	Analytical Chemistry
▲ ▼	6 ▼	Select... ▼		环境科学与技术	Environmental Sciences & Technology
▲ ▼	7 ▼	Select... ▼		化学生物学	Chemical Biology
▲ ▼	8 ▼	Select... ▼		化学工程	Chemical Engineering

1. Click the [ Add ] button to enter the new subject screen ( as shown in the figure below), enter the screen information, and click Save to save the newly added subject information.

### SciCloud - TEST

ID (Value)

Name (zh-cn)

Name (en)

Parent Subject

2. Click the up and down arrows of the moving item to change the sorting of the current subject .

3. Change the number of sorting items, and click the [ Update sorting] button to save the modified sorting of subjects.

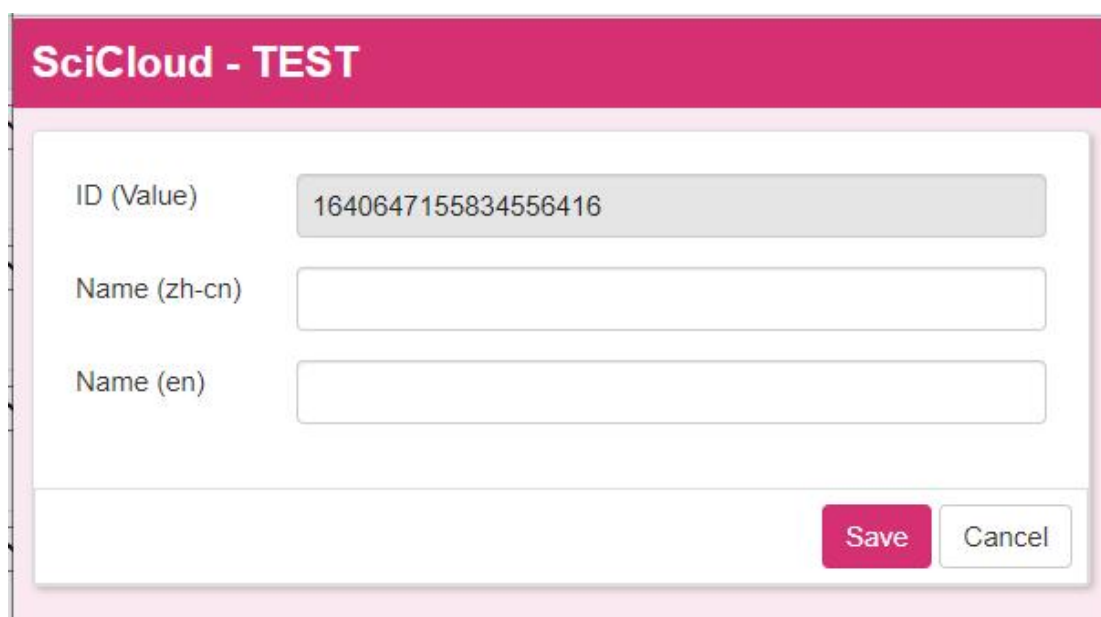
4. Select the modify link in the operation , enter the modify subject screen , and click the [ Save ] button to save the modified subject information for the current subject information .

Fund						
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)	Operation
▲ ▼	1 ▼	Select...	1078930196637290496	长江学者奖励计划	Changjiang Scholars Program of China	Forbid
▲ ▼	2 ▼	Select...	1078930196666650624	国家985重点建设项目	Construction Program of the National "985" Project	Forbid
▲ ▼	3 ▼	Select...	1078930196666650625	国家基础研究计划	National Basic Research Priorities Program of China	Forbid

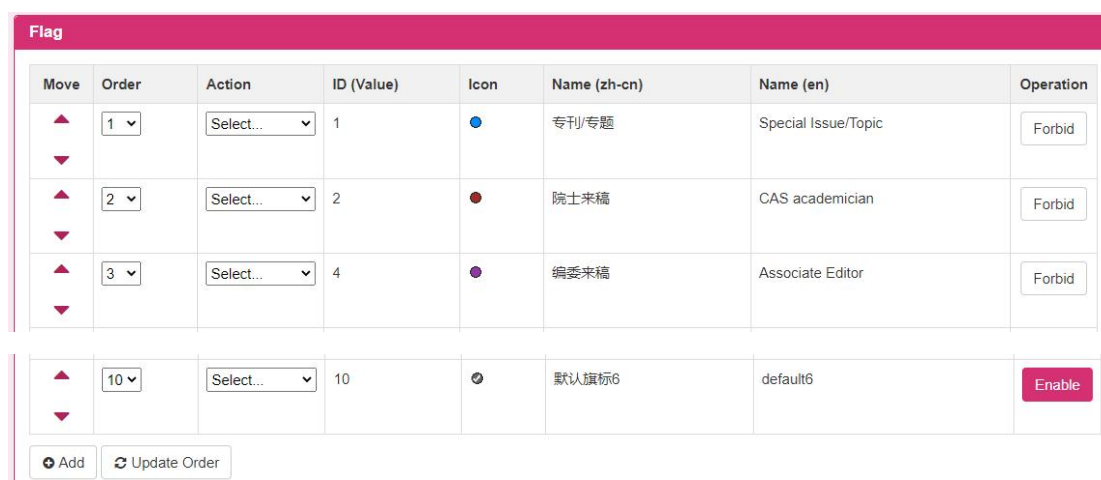
  

Topic						
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)	Operation
▲ ▼	1 ▼	Select...	1078906122649341952	环境放射化学	环境放射化学	Forbid
▲ ▼	2 ▼	Select...	1078906122649341953	表面物理化学	表面物理化学	Forbid
▲ ▼	3 ▼	Select...	1078906122653536256	纳米香料	纳米香料	Forbid
▲ ▼	4 ▼	Select...	1078906122653536257	化学热力学	化学热力学	Forbid
▲ ▼	5 ▼	Select...	1078906122653536258	能源化学	能源化学	Forbid
▲ ▼	6 ▼	Select...	1078906122653536259	南开大学100周年校庆	南开大学100周年校庆	Enable

5 . Click the [ Add ] button of a funded project or topic to enter the screen for adding a funded project or topic (as shown below )



(Remarks : Other operations are the same as the subject settings of the enumeration settings)



Move	Order	Action	ID (Value)	Icon	Name (zh-cn)	Name (en)	Operation
▲ ▼	1 ▼	Select... ▼	1	●	专刊/专题	Special Issue/Topic	Forbid
▲ ▼	2 ▼	Select... ▼	2	●	院士来稿	CAS academician	Forbid
▲ ▼	3 ▼	Select... ▼	4	●	编委来稿	Associate Editor	Forbid
▲ ▼	10 ▼	Select... ▼	10	☑	默认旗标6	default6	Enable

6. Click Modify in the operation list to enter the screen for modifying the item ( as shown in the figure below ) , and click the [Save ] button to save the modified information.

### SciCloud - TEST

ID (Value)

Name (zh-cn)

Name (en)

7. (Remarks : Other operations are the same as the subject settings of the enumeration settings)

Manuscript Type						
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)	Operation
▲ ▼	1 ▼	Select... ▼	1	论文	Original Article	Forbid
▲ ▼	2 ▼	Select... ▼	2	快报	Letter	Forbid
▲ ▼	3 ▼	Select... ▼	3	评述	Review	Forbid
▲ ▼	4 ▼	Select... ▼	4	专题论述	Comments	Forbid
▲ ▼	5 ▼	Select... ▼	5	邀请评述	Invited Review	Forbid
▲ ▼	6 ▼	Select... ▼	6	勘误	Erratum	Forbid
▲ ▼	7 ▼	Select... ▼	7	亮点介绍	Research Highlight	Forbid
▲ ▼	8 ▼	Select... ▼	126348366	编者按	编者按	Forbid
▲ ▼	9 ▼	Select... ▼	226313007	perspective	perspective	Forbid

(Note : The operation is the same as the subject setting of the enumeration setting)



### 1.2.3.9 Subject Editing Settings

**Edit Speciality Mapping**

Inorganic Chemistry:	Select...	Add
Organic Chemistry:	Select...	Add
Polymer Sciences:	Select...	Add
Polymer Sciences:	Select...	Add
Analytical Chemistry:	Select...	Add
Environmental Sciences & Technology:	Select...	Add
Chemical Biology:	Select...	Add
Chemical Engineering:	Select...	Add

Select a subject in the multi-selection box , and click [Add] to save the newly edited subject information.

**Edit Speciality Mapping**

Inorganic Chemistry:	Select...	Add
Organic Chemistry:	Select...	Add
Polymer Sciences:	测试编辑 1P director 1P editor 2P editor 3P editor	Add
Polymer Sciences:	Select...	Add
Analytical Chemistry:	Select...	Add
Environmental Sciences & Technology:	Select...	Add
Chemical Biology:	Select...	Add
Chemical Engineering:	Select...	Add

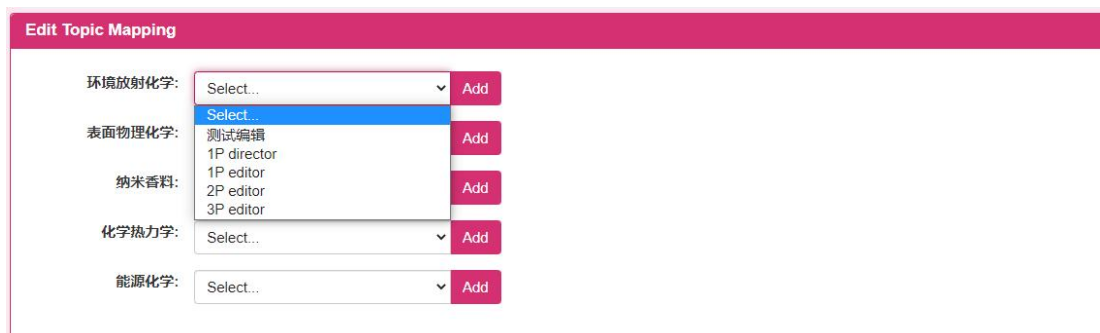
### 1.2.3.10 Topic Editing Settings

**Edit Topic Mapping**

环境放射化学:	Select...	Add
表面物理化学:	Select...	Add
纳米香料:	Select...	Add
化学热力学:	Select...	Add
能源化学:	Select...	Add

Select a topic in the multi-selection box , and click [Add] to save the newly edited

topic information.



Topic	Options	Action
环境放射化学:	Select... (dropdown open)	Add
表面物理化学:	测试编辑 1P director 1P editor	Add
纳米香料:	2P editor 3P editor	Add
化学热力学:	Select...	Add
能源化学:	Select...	Add

### 1.2.3.11 Language switching settings



Language switching Setting

Switch Language:

Save

Click the radio button, click [Save], the language is switched successfully

## 1.2.4 Role and Module Management



This module is for platform administrators to modify role and module information .

### 1.2.4.1 role management

Role Name			
ID	Name(zh-cn)	Name(en)	Edit
ROLE_R1	管理员	Admin	
ROLE_R2	作者	Author	
ROLE_R3	审稿人	Reviewer	
ROLE_R4	编务	Office Editor	
ROLE_R5	编辑	Editor	
ROLE_R6	编委	Associate Editor	
ROLE_R7	执行主编	Associate Editor-in-Chief	
ROLE_R8	主编	Editor-in-Chief	
ROLE_R9	编辑部主任	Editorial Manager	
ROLE_R11	生产编辑	Production Editor	
ROLE_R12	平台管理员	Platform	
ROLE_R13	特约编辑	Guest Editor	


1. Click the icon button under the edit item to enter the editing screen (as shown in the figure below ), edit the role, and click the [ Save ] button to save the edited role content.

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ID	名称(zh-cn)	名称(en)
ROLE_R1	管理员	Admin


Save
Cancel

Set Proxy		
RoleID	Role Name	Proxy Role
ROLE_R1	Admin	<input type="checkbox"/> Admin <input checked="" type="checkbox"/> Author <input checked="" type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Office Editor <input checked="" type="checkbox"/> Editor <input checked="" type="checkbox"/> Associate Editor <input checked="" type="checkbox"/> Associate Editor-in-Chief <input checked="" type="checkbox"/> Editor-in-Chief <input checked="" type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input checked="" type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R2	Author	<input type="checkbox"/> Admin <input type="checkbox"/> Author <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R3	Reviewer	<input type="checkbox"/> Admin <input type="checkbox"/> Author <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R4	Office Editor	<input type="checkbox"/> Admin <input type="checkbox"/> Author <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R5	Editor	<input type="checkbox"/> Admin <input checked="" type="checkbox"/> Author <input checked="" type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Office Editor <input checked="" type="checkbox"/> Editor <input checked="" type="checkbox"/> Associate Editor <input checked="" type="checkbox"/> Associate Editor-in-Chief <input checked="" type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R6	Associate Editor	<input type="checkbox"/> Admin <input type="checkbox"/> Author <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R7	Associate Editor-in-Chief	<input type="checkbox"/> Admin <input type="checkbox"/> Author <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R8	Editor-in-Chief	<input type="checkbox"/> Admin <input type="checkbox"/> Author <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R9	Editorial Manager	<input type="checkbox"/> Admin <input checked="" type="checkbox"/> Author <input checked="" type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Office Editor <input checked="" type="checkbox"/> Editor <input checked="" type="checkbox"/> Associate Editor <input checked="" type="checkbox"/> Associate Editor-in-Chief <input checked="" type="checkbox"/> Editor-in-Chief <input checked="" type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input checked="" type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R10	English Editor	<input type="checkbox"/> Admin <input type="checkbox"/> Author <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R11	Production Editor	<input type="checkbox"/> Admin <input type="checkbox"/> Author <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R12	Platform	<input type="checkbox"/> Admin <input checked="" type="checkbox"/> Author <input checked="" type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Office Editor <input checked="" type="checkbox"/> Editor <input checked="" type="checkbox"/> Associate Editor <input checked="" type="checkbox"/> Associate Editor-in-Chief <input checked="" type="checkbox"/> Editor-in-Chief <input checked="" type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input checked="" type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
ROLE_R13	Guest Editor	<input type="checkbox"/> Admin <input type="checkbox"/> Author <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input type="checkbox"/> Editorial Manager <input type="checkbox"/> English Editor <input type="checkbox"/> Production Editor <input type="checkbox"/> Platform <input type="checkbox"/> Guest Editor



2. Multiple selections of proxable roles in the proxy settings , and click the [ Save ] button to save the proxable role content of the role.

Default Role	
Admin:	<input type="text" value="admin ★"/>
Associate Editor:	<input type="text" value="Select..."/>
Associate Editor-in-Chief:	<input type="text" value="Select..."/>
Editor-in-Chief:	<input type="text" value="1P Editor in chief"/>
Editorial Manager:	<input type="text" value="1P director"/>
Production Editor:	<input type="text" value="admin ★"/>



3. The platform administrator modifies the information of the pre-assigned roles , and clicks the [ Save ] button to save the modified pre-assigned information.

## 1.2.4.2 module management

Module Manager

ModuleID	Expain	Accessibility Roles
module_docDetail	可查看稿件详细画面	<input checked="" type="checkbox"/> Admin <input type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Office Editor <input checked="" type="checkbox"/> Editor <input checked="" type="checkbox"/> Associate Editor <input checked="" type="checkbox"/> Associate Editor-in-Chief <input checked="" type="checkbox"/> Editor-in-Chief <input checked="" type="checkbox"/> Editorial Manager <input checked="" type="checkbox"/> Production Editor <input checked="" type="checkbox"/> Platform <input checked="" type="checkbox"/> Guest Editor
module_docFiles	可查看稿件文件画面	<input checked="" type="checkbox"/> Admin <input type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Office Editor <input checked="" type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input checked="" type="checkbox"/> Editorial Manager <input checked="" type="checkbox"/> Production Editor <input checked="" type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
module_auditTrail	可查看操作日志画面	<input checked="" type="checkbox"/> Admin <input type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Office Editor <input checked="" type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input checked="" type="checkbox"/> Editorial Manager <input checked="" type="checkbox"/> Production Editor <input checked="" type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
module_proofs	校样模块	<input checked="" type="checkbox"/> Admin <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input checked="" type="checkbox"/> Associate Editor-in-Chief <input checked="" type="checkbox"/> Editor-in-Chief <input checked="" type="checkbox"/> Editorial Manager <input type="checkbox"/> Production Editor <input checked="" type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
module_sign	主编签发模块	<input checked="" type="checkbox"/> Admin <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input checked="" type="checkbox"/> Associate Editor-in-Chief <input checked="" type="checkbox"/> Editor-in-Chief <input checked="" type="checkbox"/> Editorial Manager <input type="checkbox"/> Production Editor <input checked="" type="checkbox"/> Platform <input type="checkbox"/> Guest Editor
module_withdraw	撤稿模块	<input checked="" type="checkbox"/> Admin <input type="checkbox"/> Reviewer <input type="checkbox"/> Office Editor <input checked="" type="checkbox"/> Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Associate Editor-in-Chief <input type="checkbox"/> Editor-in-Chief <input checked="" type="checkbox"/> Editorial Manager <input type="checkbox"/> Production Editor <input checked="" type="checkbox"/> Platform <input type="checkbox"/> Guest Editor

Save

1. Multiple choices of accessible roles in module management , click the [ Save ] button to save the content of accessible roles in the module .

## 1.2.4.3 User metadata settings

User Information check

Prefixal :	{ 'enable': true, 'required': true }
First (Given) Name :	{ 'enable': true, 'required': true, 'maxlength': 30 }
Last (Family) Name :	{ 'enable': true, 'required': true, 'maxlength': 30 }
Middle Name :	{ 'enable': true, 'required': false, 'maxlength': 30 }
Mother TongueName :	{ 'enable': false, 'required': false, 'maxlength': 30 }

Tel :

Fax :



1. The platform administrator edits the content of user information verification , and clicks the [ Save ] button to save the modified user information verification content .

**Verify user payment information**

Receiver Name :

Name Of Bank :

Cellphone Number :

Id Number :



2. The platform administrator edits the verification content of the main address information , and clicks the [ Save ] button to save the modified verification content of the main address information .

**Secondary Address check**


Institution :

College / Department :

Address :

Tel :

Fax :

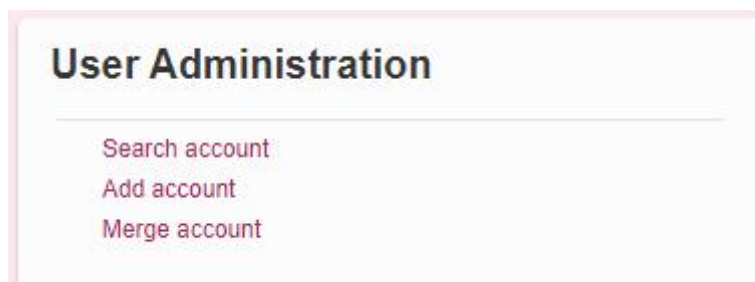


3. The platform administrator edits the content of the backup address information verification , and clicks the [ Save ] button to save the modified backup address information verification content .

4. The platform administrator edits the content of user payment information verification , and clicks the [ Save ] button to save the modified user payment information verification content .

5. The platform administrator edits the role of user permissions , and clicks the [ Save ] button to save the modified default role of user permissions .

### 1.2.5 user management



This module is for administrators to add and modify user information .

### 1.2.5.1 retrieve user

**User Search**

✎ Search Condition

First (Given) Name:

Last (Family) Name:

Middle Name:

User ID:

E-Mail Address:

↓ Advance Search
🔍 Search

✎ Search Condition

First (Given) Name: <input type="text"/>	Last (Family) Name: <input type="text"/>
Middle Name: <input type="text" value="Middle name for ethnic minorities or foreign"/>	Degree: <input type="text"/>
E-Mail Address: <input type="text"/>	User ID: <input type="text"/>
Institution: <input type="text"/>	College / Department: <input type="text"/>
Postal Code: <input type="text"/>	country: <input type="text"/>
researchID: <input type="text"/>	city: <input type="text"/>
<input type="text" value="http://orcid.org/"/>	State/Province: <input type="text"/>
Role: <div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin-top: 5px;"> <ul style="list-style-type: none"> <li>All</li> <li>Admin</li> <li>Author</li> <li>Reviewer</li> <li>Office Editor</li> </ul> </div>	Speciality: <div style="margin-top: 5px;"> <input type="text"/> Choose : ▾  <input type="text"/> Choose : ▾  <input type="text"/> Choose : ▾  <input type="text"/> Choose : ▾  <input type="text"/> Choose : ▾                 </div>

📄 Order

Primary Sort:  Choose... ▾

Secondary Sort:  Choose... ▾

↑ Simple Search
🔍 Search

Search users are divided into simple search and advanced search. The advanced search includes more comprehensive conditions. After the user enters the corresponding search conditions, click the search button, and the screen jumps to [the user search result](#) screen.



### 1.2.5.1.1 User Search Results

Name	UserID	Email	Role	Institution	speciality:	Phone	Detail	Edit	Operation
12 1 <span>proxy</span>	hellionely	1013828952@qq.com	Author	1		17155292020	Detail	Edit	Forbid
1P editor <span>proxy</span>	ed1	demo_editor@126.com	Author, Reviewer, Office Editor, Editor	Science China Press Co., Ltd.		136123	Detail	Edit	Forbid
1P editor <span>proxy</span>	ae1	demo_ae@126.com	Author, Reviewer, Associate Editor	中国科学杂志社		1361367	Detail	Edit	Forbid
1P Reviewers <span>proxy</span>	rev1	demo_rev1@126.com	Author, Reviewer	中国科学杂志社		1378945	Detail	Edit	Forbid
1P Associate editor <span>proxy</span>	aeic1	demo_aeic@126.com	Author, Associate Editor-in-Chief	中国科学杂志社		136123	Detail	Edit	Forbid
1P Editor in chief <span>proxy</span>	eic1	demo_eic@126.com	Author, Editor-in-Chief	中国科学杂志社		150567	Detail	Edit	Forbid
1P director <span>proxy</span>	em1	demo_em@126.com	Author, Office Editor, Editor, Editorial Manager	Science China Press Co., Ltd.		1564523	Detail	Edit	Forbid
2 2 <span>proxy</span>	heli0101	1@qq.com	Author	1		13123233232	Detail	Edit	Forbid
2P editor <span>proxy</span>	ed2	ed2@scichina.org	Author, Reviewer, Office Editor, Editor	Science China Press Co., Ltd.			Detail	Edit	Forbid
2P editor <span>proxy</span>	ae2	ae2@scichina.org	Author, Associate Editor				Detail	Edit	Forbid

↶ reSearch
📄 CSV Download
1-10
▶

The user search result screen lists all user information retrieved according to the search conditions .

- ◆ Details : Pop up the user's personal information details screen.
- ◆ Edit : Jump to the [edit user information](#) screen .
- ◆ Search again : Return to [the search user](#) screen .
- ◆ Export CSV: Download the data in the list .

## 1.2.5.1.2edit user information

**Edit account**

**Name / E-mail**

\* Prefix:  ▼

\* First (Given) Name:

\* Last (Family) Name:

Middle Name:

Degree:

\* E-Mail Address:

Cc E-Mail Address:

**Contact Information**

Contact Information	Secondary Contact Information
* Institution: <input type="text" value="1"/>	Institution: <input type="text"/>
* College: <input type="text" value="1"/>	College: <input type="text"/>
Department: <input type="text"/>	Department: <input type="text"/>
* Address: <input type="text" value="1"/>	Address: <input type="text"/>
Country: <span style="border: 1px solid #ccc; padding: 2px;">Select...</span> ▼	Country: <span style="border: 1px solid #ccc; padding: 2px;">Select...</span> ▼
State/Province: <input type="text"/>	State/Province: <input type="text"/>
City: <input type="text"/>	City: <input type="text"/>
Postal Code: <input type="text"/>	Postal Code: <input type="text"/>
* Phone: <input type="text" value="1715029020"/>	Phone: <input type="text"/>
Tel: <input type="text"/>	Tel: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

**Payment/Invoice payment information**

Receiver Name:

Name Of Bank:

Account Of Bank:

Telephone Number:

Id Number:

Your personal information will only be used by the editorial department for payment and review of manuscript fees.

**Click here to register with ResearcherID.**

ResearcherID is a global, multi-disciplinary scholarly research community. With a unique identifier assigned to each author in ResearcherID, you can affirm your authorship and view an author's citation metrics (recently). Search the registry to find collaborators, review publication lists and explore how research is used around the world. To register or learn more about ResearcherID, please visit <http://www.researcherid.com>.

**Specialty**

Specialty:  Add

Hide List

- 无机化学 - Inorganic Chemistry
- 有机化学 - Organic Chemistry
- 高分子科学 - Polymer Sciences
- 物理化学 - Physical Chemistry
- 分析化学 - Analytical Chemistry
- 环境科学与工程 - Environmental Science & Technology
- 化学工程 - Chemical Engineering

Show 5 number

Selected Specialty:

**User ID / Password**

\* User ID:

\* Password:  Change Password

Click here to send email password mail.

Submit

This screen is for the administrator to edit and modify all user information of a

user (including basic user information, login user name and password, permissions , etc. ). After editing , the administrator clicks the save button to save the modified information. .

◆ User permission modification: Click the edit button of role and permission, and the role [setting user permission](#) screen will pop up.

### 1.2.5.1.3 Set user permissions

**SciCloud - TEST**

**Set User Permissions**

▲ Please note that when setting user role permissions:

- \*\*as the default role, the default role can not be edited cancel.
- To assign this user a role, check the checkbox to the left of the role name.
- To remove a role for this user, uncheck the checkbox to the left of the role name.
- When the role's Validity period is empty, the role permissions remain valid.
- When the role's Validity period expires, the role permissions is invalid.

Select	Roles	Validity period
<input type="checkbox"/>	Admin	⋮ [ ] x
<input checked="" type="checkbox"/>	* Author	⋮ [ ] x
<input type="checkbox"/>	Reviewer	⋮ [ ] x
<input type="checkbox"/>	Office Editor	⋮ [ ] x
<input type="checkbox"/>	Editor	⋮ [ ] x
<input type="checkbox"/>	Associate Editor	⋮ [ ] x
<input type="checkbox"/>	Associate Editor-in-Chief	⋮ [ ] x
<input type="checkbox"/>	Editor-in-Chief	⋮ [ ] x
<input type="checkbox"/>	Editorial Manager	⋮ [ ] x
<input type="checkbox"/>	Production Editor	⋮ [ ] x
<input type="checkbox"/>	Guest Editor	⋮ [ ] x

Set Cancel

This screen can configure role permissions for the current user . If the check box on the left is selected , it means that it has the role , and if it is not selected , it means that it does not have the role. The validity period is the period that the user has the role, if it is empty, it means it is valid forever. After setting the user role and clicking the setting button, the user role information is updated and saved.

## 1.2.5.2 add user

### Add account

#### Name / E-mail

\* Prefix:

\* First (Given) Name:

\* Last (Family) Name:

Middle Name:

Degree:

\* E-Mail Address:

Co E-Mail Address:

#### Contact Information

Contact Information	Secondary Contact Information
* Institution: <input type="text"/>	Institution: <input type="text"/>
* College / Department: <input type="text"/>	College / Department: <input type="text"/>
* Address: <input type="text"/>	Address: <input type="text"/>
Country: <input type="text" value="Select..."/>	Country: <input type="text" value="Select..."/>
State/Province: <input type="text"/>	State/Province: <input type="text"/>
City: <input type="text"/>	City: <input type="text"/>
Postal Code: <input type="text"/>	Postal Code: <input type="text"/>
* Phone: <input type="text"/>	Phone: <input type="text"/>
Tel: <input type="text"/>	Tel: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

#### Payment/review payment information

Receiver Name:

Name Of Bank:

Account Of Bank:

Callphone Number:

Id Number:

Your personal information will only be used by the editorial department for payment and review of manuscripts fees.

[Click here to register with ResearcherID.](#)

ResearcherID is a global, multi-disciplinary scholarly research community. With a unique identifier assigned to each author in ResearcherID, you can attribute author identification and view an author's citation metrics instantly. Search the registry to find collaborators, review publication lists and explore how research is used around the world. To register or learn more about ResearcherID, please visit <http://www.researcherid.com>.

#### Specialty

Hide List

- 无机化学 - Inorganic Chemistry
- 有机化学 - Organic Chemistry
- 高分子科学 - Polymer Science
- 物理化学 - Physical Chemistry
- 分析化学 - Analytical Chemistry
- 环境科学与工程 - Environmental Science & Technology
- 化学生物学 - Chemical Biology
- 化学工程 - Chemical Engineering

Selected Specialty:

#### User ID / Password

\* User ID:

\* Password:

This screen is for administrators to create user account information for other

users , and can directly assign corresponding role permissions to users through [the setting user permissions screen](#) . After entering user -related information, click the submit button to save the user information .

### 1.2.5.3 Merge duplicate users

**Merge Duplicate Users**

Search Condition

Search for users with the same name  
 Search for users with the same ORCID  
 Search for users with the same ResearcherID  
 Perform the search below:

Last (Family) Name:       First (Given) Name:   
 User ID:       E-Mail Address:   
 ResearcherID:       ORCID:

🔍 Search

First, the user needs to retrieve the duplicate users who want to merge according to the corresponding retrieval conditions. By clicking the search button, the retrieved user information is displayed as shown in the figure below .

**Search Results**

Note: merging accounts, the main account permissions will merge into the main account. At the same time, the main account will be deleted. 🔗 Merge

	Primar...	Mark For ...	Name	Suffix	User Id	Primary E-Mail Address	Sec
1	<input type="radio"/>	<input type="checkbox"/>	12 1	Mr.	helilonely	1013828952@qq.com	
2	<input type="radio"/>	<input type="checkbox"/>	1P Associate editor	Prof.	aeic1	demo_aeic@126.com	
3	<input type="radio"/>	<input type="checkbox"/>	1P Editor in chief	Mrs.	eic1	demo_eic@126.com	
4	<input type="radio"/>	<input type="checkbox"/>	1P Reviewers	Prof.	rev1	demo_rev1@126.com	
5	<input type="radio"/>	<input type="checkbox"/>	1P director	Mrs.	em1	demo_em@126.com	
6	<input type="radio"/>	<input type="checkbox"/>	1P editor	Dr.	ed1	demo_editor@126.com	
7	<input type="radio"/>	<input type="checkbox"/>	1P editor	Prof.	ae1	demo_ae@126.com	

When merging, the user must select at least two user records ( that is, at least two records are selected in the check box) , and need to specify the main account. The main account representative mainly uses the user information, and merges other selected user information into this After the main account is merged , all users other than the main account will be deleted, so please use this function with caution .

## 1.2.6 mail management



This module includes configuration email templates, mass emails, and viewing related screens for email sending history information.

### 1.2.6.1 email template

The email templates are classified into Name Link , System E-Mails , Decision Letters , Invitation E-Mails , Invitation Response E-Mails , Workflow Tasks Notifications and Reminders , and Author Reminders . When the system automatically sends an email or the user manually sends an email, the default content of the email is based on the configuration content of the email template , so the user can configure the default email information for the email of each node in the email template section.

#### 1.2.6.1.1 Name Link

This template category is used for the default email message content that pops up when a person's name link is clicked on the screen .

Name Link	Default	Active	Modify	Delete
Manage Menu NameLink Template - <a href="#">add template</a>				
编辑人工催审 (即将到期)	<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">✖</a>
编辑人工催审 (已逾期)	<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">✖</a>
空白邮件模板	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">✖</a>
Author Menu NameLink Template - <a href="#">add template</a>				
作者中心点击人名链接模板	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">✖</a>
Review Menu NameLink Template - <a href="#">add template</a>				
审稿人中心点击人名链接模板	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">✖</a>
E-Mail link Template - <a href="#">add template</a>				
点击邮件地址模板	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">✖</a>
				<a href="#">✔ Save</a>

- ◆ Add Template: The [Add Email Template](#) screen will pop up .
- ◆ Default selection: When there are multiple email templates under the same template sub-category , the template selected by default is the information displayed or sent by default in the email .
- ◆ Availability : Whether the template is available or not, if the check box is checked, it means available.
- ◆ Edit Template : [The edit email template](#) screen will pop up .
- ◆ Delete template: delete the template information.
- ◆ Save : Save the default selection in the above list , and the information of whether it is available.

### 1.2.6.1.2 System E-Mails

This template category is the template used by the system to send emails .

System E-Mails				
E-Mails for Authors / Co-Authors	Edit Before Sending	Active	Modify	Delete
Manuscript is Unsubmitted - <a href="#">add template</a>				
修改稿件 (草稿)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">✖</a>
Manuscript is Withdrawn - <a href="#">add template</a>				
Order paid notice - <a href="#">add template</a>				
订单已完成支付	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">✖</a>
				<a href="#">✔ Save</a>
E-Mails for Invited Authors	Edit Before Sending	Active	Modify	Delete
Author Invitation Reminder 1 - <a href="#">add template</a>				
第一次提醒邀稿作者	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a>	<a href="#">✖</a>

Uninvite Author - <a href="#">add template</a>				
通知审稿人取消任务	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
				<input type="button" value="Save"/>
Account Related E-Mails	Edit Before Sending	Active	Modify	Delete
Admin Add User - <a href="#">add template</a>				
创建账号 (编辑部代理)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Admin Send Account Info - <a href="#">add template</a>				
账号合并 (保留账号)				
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Role Expired - <a href="#">add template</a>				
				<input type="button" value="Save"/>
Misc. Event-Driven E-Mails	Edit Before Sending	Active	Modify	Delete
Manuscript exported via email - <a href="#">add template</a>				
通过邮件发送稿件导出文件	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Broadcast E-Mails - <a href="#">add template</a>				
New manuscript reminder - <a href="#">add template</a>				
新投稿发送提醒邮件到管理员邮箱	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="button" value="Save"/>

- ◆ Add Template: The [Add Email Template](#) screen will pop up .
- ◆ before sending : If the check box is selected, it means that the template can be edited before sending , and if the check box is not selected, it means that the system automatically sends the email information according to the content of the template configuration.
- ◆ Availability : Whether the template is available or not, if the check box is checked, it means available.
- ◆ Edit Template: [The edit email template](#) screen will pop up .
- ◆ Delete template : delete the template information.
- ◆ Save : Save the information in the above list whether to edit before sending and whether it is available.

### 1.2.6.1.3 Decision Letters

This template classification is to send different email templates according to different review opinions when specifying review suggestions or review decisions during the review process .



Decision Letters				
E-Mails for Authors	Edit Before Sending	Active	Modify	Delete
Accept - <a href="#">add template</a>				
录用稿件	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Minor Revision - <a href="#">add template</a>				
修改稿件 (外审)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
修改稿件 (修改后发表)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Major Revision - <a href="#">add template</a>				
修改稿件 (修改后复审)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
修改稿件 (修改后外审)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Reject - <a href="#">add template</a>				
退稿 (终审)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
				<input type="button" value="Save"/>
E-Mails for Next Editor	Edit Before Sending	Active	Modify	Delete
Accept - <a href="#">add template</a>				
Minor Revision - <a href="#">add template</a>				
Major Revision - <a href="#">add template</a>				
Reject - <a href="#">add template</a>				
				<input type="button" value="Save"/>

- ◆ Add Template: The [Add Email Template](#) screen will pop up .
- ◆ before sending : If the check box is selected, it means that the template can be edited before sending , and if the check box is not selected, it means that the system automatically sends the email information according to the content of the template configuration.
- ◆ Availability : Whether the template is available or not, if the check box is checked, it means available.
- ◆ Edit Template: [The edit email template](#) screen will pop up .
- ◆ Delete template : delete the template information.
- ◆ Save : Save the information in the above list whether to edit before sending and whether it is available.

#### 1.2.6.1.4 Invitation E-Mails

This template category is an email template used to invite reviewers or send invitations when inviting and forwarding manuscripts .

Invitation E-Mails						
Invites Reviewers	Edit Before Sending	Active	Revision	Modify	Delete	
Invites Reviewers - <a href="#">add template</a>						
邀请审稿人	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
邀请审稿人(复审)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<a href="#">Save</a>						
Invited Author	Edit Before Sending	Active	Revision	Modify	Delete	
Invite Author - <a href="#">add template</a>						
发送邀稿邮件	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Await Admin Invite Author - <a href="#">add template</a>						
Await Admin Assign Author - <a href="#">add template</a>						
<a href="#">Save</a>						
Transfer Manuscript	Edit Before Sending	Active	Revision	Modify	Delete	
Notify author to confirm transfer manuscript - <a href="#">add template</a>						
转稿邀请	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
The author agreed to transfer the manuscript - <a href="#">add template</a>						
The author declined to transfer the manuscript - <a href="#">add template</a>						
Notify editor to confirm transfer manuscript - <a href="#">add template</a>						
The editor agreed to transfer the manuscript - <a href="#">add template</a>						
同意稿件转入通知	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
The editor declined to transfer the manuscript - <a href="#">add template</a>						
谢绝稿件转入通知	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<a href="#">Save</a>						

- ◆ Add Template: The [Add Email Template](#) screen will pop up .
- ◆ before sending : If the check box is selected, it means that the template can be edited before sending , and if the check box is not selected, it means that the system automatically sends the email information according to the content of the template configuration.
- ◆ Availability : Whether the template is available or not, if the check box is checked, it means available.
- ◆ Edit Template: [The edit email template](#) screen will pop up .
- ◆ Delete template : delete the template information.
- ◆ Save : Save the information in the above list whether to edit before sending and whether it is available.

### 1.2.6.1.5 Invitation Response E-Mails

This template category is an email template used by reviewers or authors to reply after the invitation is sent .

Reviewer Response	Edit Before Sending	Active	Modify	Delete
Invites Reviewers - Agreed - <a href="#">add template</a>				
同意审稿 (审稿人)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Invites Reviewers - Declined - <a href="#">add template</a>				
谢绝审稿 (审稿人)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Invites Reviewers - Late Response - <a href="#">add template</a>				
审稿人回复超时	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
审稿人接受邀请, 但超时提交意见	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Invites Reviewers - No Response - <a href="#">add template</a>				
审稿人未回复	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Invites Reviewers - Unavailable - <a href="#">add template</a>				
暂不方便审稿 (审稿人)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
				<input type="button" value="Save"/>
Inited Manuscript Response	Edit Before Sending	Active	Modify	Delete
Invite Author - Agreed - <a href="#">add template</a>				
作者同意	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Invite Author - Declined - <a href="#">add template</a>				
Invite Author - Late Response - <a href="#">add template</a>				
Invite Author - No Response - <a href="#">add template</a>				
Invite Author - Unavailable - <a href="#">add template</a>				
				<input type="button" value="Save"/>

- ◆ Add Template: The [Add Email Template](#) screen will pop up .
- ◆ before sending : If the check box is selected, it means that the template can be edited before sending , and if the check box is not selected, it means that the system automatically sends the email information according to the content of the template configuration.
- ◆ Availability : Whether the template is available or not, if the check box is checked, it means available.
- ◆ Edit Template: [The edit email template](#) screen will pop up .
- ◆ Delete template : delete the template information.
- ◆ Save : Save the information in the above list whether to edit before sending and whether it is available.

### 1.2.6.1.6 Workflow Tasks Notifications and Reminders

This template category is used for the corresponding email templates used by each review node during the review process .

Workflow Tasks	Edit Before Sending	Active	Revision	When Task Enters?	Reminder Days	Modify	Delete
Select Next Workflow (Revised) - <a href="#">add template</a>							
Awaiting Pick and Assign Manuscript - <a href="#">add template</a>							
Awaiting Editor Checklist - <a href="#">add template</a>							
Whether Assign AFIC - <a href="#">add template</a>							
Forming Lit and Decisions - <a href="#">add template</a>							
通知主任终审	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending or	<input type="text"/>		
Send Final Decision Mail - <a href="#">add template</a>							
Save							
Review Due	Edit Before Sending	Active	Revision	When Task Enters?	Reminder Days	Modify	Delete
Reviewer Review Due - <a href="#">add template</a>							
通知审稿人评审已逾期	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overdue or	<input type="text"/>		
系统催审 (即将到期)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--- or	-2		
Save							
Production	Edit Before Sending	Active	Revision	When Task Enters?	Reminder Days	Modify	Delete
Production Checklist - <a href="#">add template</a>							
通知加工生产稿件	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending or	<input type="text"/>		
Assign to Batch - <a href="#">add template</a>							
等待分配批处理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending or	<input type="text"/>		
Save							

- ◆ Add Template: The [Add Email Template](#) screen will pop up .
- ◆ before sending : If the check box is selected, it means that the template can be edited before sending , and if the check box is not selected, it means that the system automatically sends the email information according to the content of the template configuration.
- ◆ Availability : Whether the template is available or not, if the check box is checked, it means available.
- ◆ Review Draft Template: Whether the template is in the review status, the check box is selected to represent review .

- ◆ Task Timing : When will the task trigger the email template . Start : When you first enter the task ; Timeout: When the task times out ( automatically sent by the system ) ; Finish : When the task is completed ; Rollback : When the task is returned ;
- ◆ Reminder days : used when the system sends automatic reminders . A negative number ( for example : -7) means that the email will be automatically sent 7 days before the timeout, and a positive number ( for example : 7 ) means that the email will be automatically sent 7 days after the timeout . Note : Be sure to enter the format of 7 or -7 when entering .
- ◆ Edit Template: [The edit email template](#) screen will pop up .
- ◆ Delete template : delete the template information.
- ◆ Save : Save the information in the above list whether to edit before sending and whether it is available.

### 1.2.6.1.7 Author Reminders

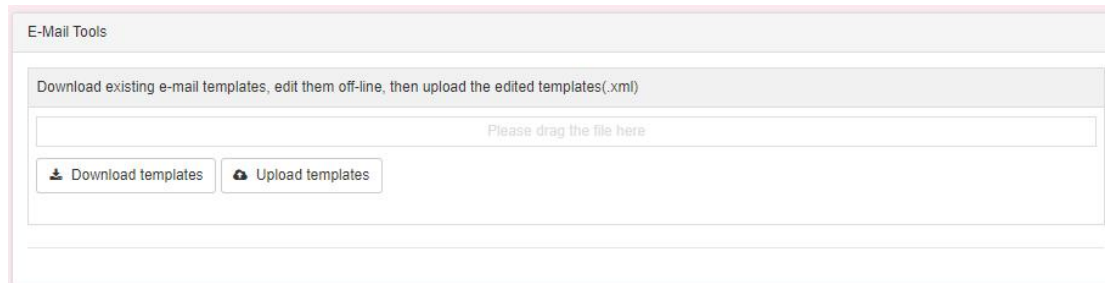
This template category is used to remind the author to submit when the reviewers return the manuscript to the author for revision and resubmission .

Author Reminders				
Revised Manuscript Reminder	Active	Reminder Days	Modify	Delete
Minor Revision (Back to Author) - <a href="#">add template</a>				
催促提交修改稿 (修改后发表)	<input checked="" type="checkbox"/>	-3		
Major Revision (Back to Author) - <a href="#">add template</a>				
催促提交复审稿 (修改后复审)	<input checked="" type="checkbox"/>	-7		
				<input type="button" value="Save"/>

- ◆ Availability : Whether the template is available or not, if the check box is checked, it means available.
- ◆ Reminder days : used when the system sends automatic reminders . A negative number ( eg : -14) means that the email is automatically sent 7 days before the timeout , and a positive number ( eg : 14) means that the email is automatically sent 7 days after the timeout . Note : Be sure to enter the format of 7 or -7 when entering .
- ◆ Edit Template: [The edit email template](#) screen will pop up .
- ◆ Delete template : delete the template information.
- ◆ Save : Save the information in the above list whether to edit before sending and whether it is available.

### 1.2.6.1.8 Email Template Tool

This part is at the bottom of the email template screen . Users can replace template content in batches , download and upload email templates.



- ◆ Download email template: download all email template information ( xml format file)
- ◆ Upload mail template: upload mail template information ( xml format file)

## 1.2.6.1.9 Add email template

The screenshot shows a dialog box titled "SciCloud - TEST" for adding an email template. It includes a "Mail template:" dropdown menu with a "Copy" button. The form contains input fields for "Name:", "From:", "To:", "CC:", "BCC:", "Subject:", and "Body:". Below the "Body:" field is a "View E-mail Tags" button. At the bottom, there are two sections: "Attach a file to this e-mail template" with a "Please drag the file here" area and a "Select file" button, and "Select manuscript file to attach" with a "Select..." dropdown and an "Add" button. At the very bottom, there are "Preview", "Save and Close", and "Cancel" buttons.

the user clicks the link to add a template in a small category, the small window for adding an email template above will pop up. Users can add mail template information for the current template subcategory through this screen.

- ◆ Select mail label : A small [mail label window will pop up, and you can](#) add a mail label to the input box where the cursor is located .
- ◆ Select file: Users can specify the corresponding manually uploaded attachments for the email template.
- ◆ Add : Users can add the default related files of the manuscript as email attachments to the email template.

### 1.2.6.1.10edit email template

**SciCloud - TEST**

Modify template - Updated by on

Name:

From:

To:

CC:

BCC:

Subject:

Body: 尊敬的 ##PROLE\_AUTHOR\_FULLNAME## ##PROLE\_AUTHOR\_SALUTATION##:  
 您好!  
 《##JOURNAL\_NAME##》提醒您, 您所投稿件 <b>##DOCUMENT\_TITLE##</b> 的修改时间即将到期 (<b>##AUTHOR\_DUE\_DATE##</b>), 请您加快修改稿件的进度, 如果您未能在规定时间内提交修改稿, 您的稿件将会被视为新稿件, 需要重新进行评审。  
 我们期待尽快收到您的修改稿!  
 祝好!  
 《##JOURNAL\_NAME##》编辑部  
 如有疑问请与 <b>##PROLE\_EDITOR\_FULLNAME##</b> 编辑联系  
 Email: ##PROLE\_EDITOR\_EMAIL##

Attach a file to this e-mail template:

Select manuscript file to attach:

Files attached

This screen is used to modify the currently selected email template information. After the user modifies the template information content, click the save and close button, the template information content is saved and the current edit email template small screen is closed.



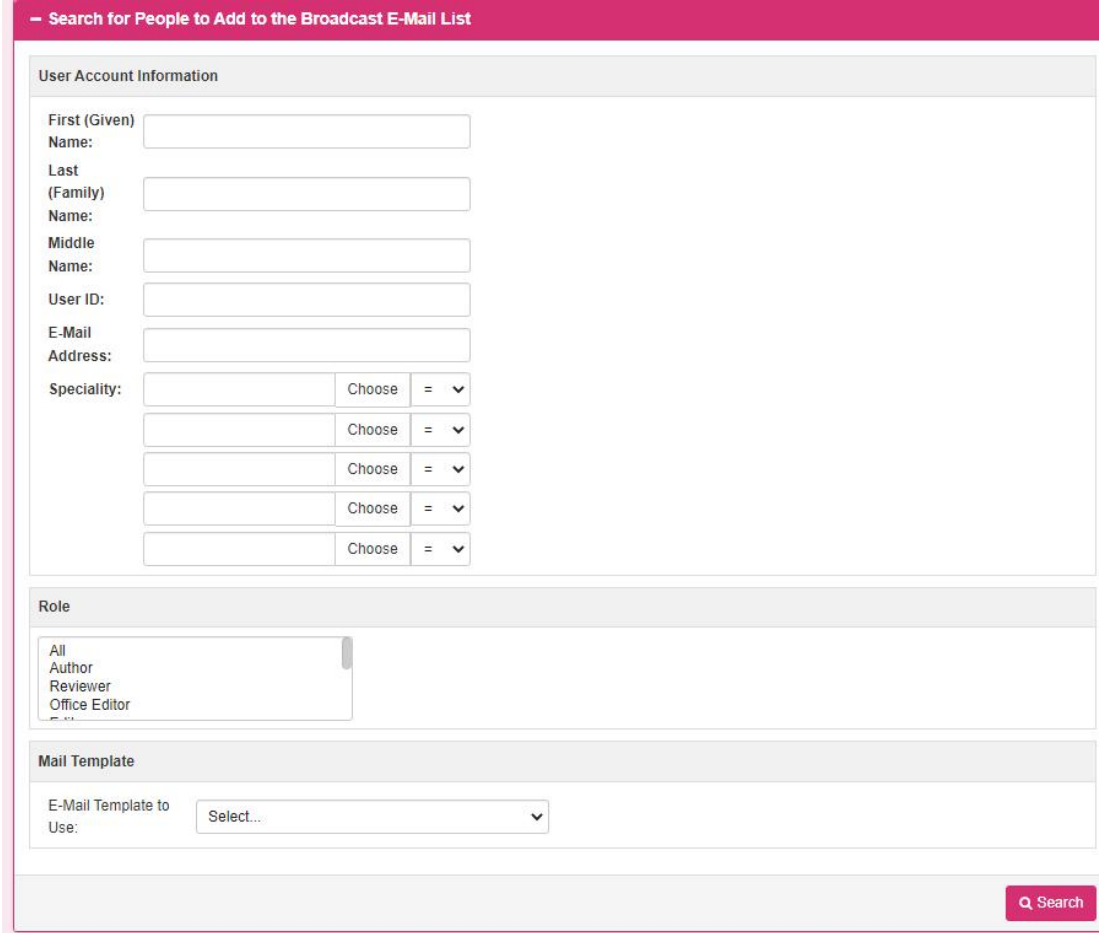
### 1.2.6.1.11 mailing label

SciCloud - TEST		
E-Mail Tags		
Person Fields: These tags will usually reflect the properties of the e-mail recipient (in some cases, the PROLE tags are used instead). If you are unsure of whether to use PERSON or PROLE tags, use the pre-configured e-mail templates available on your site as a guide.		
1.	##EXTERNAL_USER_ID##	External System User Id
2.	##PERSON_ADDRESS##	Person's full primary address (address line 1, address line 2, address line 3, city, state, country, postal code)
3.	##PERSON_CC_EMAIL##	Person's Cc e-mail address
4.	##PERSON_CITY##	Person's city
5.	##PERSON_COUNTRY##	Person's country
6.	##PERSON_DEGREE##	Person's degree
7.	##PERSON_DEPARTMENT##	Person's department
8.	##PERSON_EMAIL##	Person's primary e-mail address and primary Cc e-mail address
9.	##PERSON_FAX_1##	Person's primary fax number

This screen is used to set the mail label information in the content of the mail template . Each mail label represents a different meaning, and the following column records the meaning of the mail label . After the user adds a mail tag to the mail template and saves it, when the mail template is used, the mail tag will be replaced with the corresponding actual data information. If the set email label does not match the template usage scenario, the email label will be replaced with a blank.

## 1.2.6.2 group email

### 1.2.6.2.1 Mass user retrieval



The screenshot shows a web interface for searching users. At the top, a pink header bar contains the text "– Search for People to Add to the Broadcast E-Mail List". Below this is a form with three main sections: "User Account Information", "Role", and "Mail Template".

**User Account Information**

First (Given) Name:

Last (Family) Name:

Middle Name:

User ID:

E-Mail Address:

Speciality:  Choose =   
 Choose =   
 Choose =   
 Choose =   
 Choose =

**Role**

Author  
Reviewer  
Office Editor  
...

**Mail Template**

E-Mail Template to Use:

At the bottom right of the form is a pink button with a magnifying glass icon and the text "Search".

on this screen , search for the list of users that need to be mass-sent . After entering the corresponding search conditions, click the search button to jump to [the search result](#) screen .

### 1.2.6.2 search results

- Search Result			
Name	ID	Mail Address	<input type="checkbox"/> Select All
1P editor	ed1	demo_editor@126.com	<input type="checkbox"/>
2P editor	ed2	ed2@scichina.org	<input type="checkbox"/>
3P editor	ed3	ed3@scichina.org	<input type="checkbox"/>
1P editor	ae1	demo_ae@126.com	<input type="checkbox"/>
2P editor	ae2	ae2@scichina.org	<input type="checkbox"/>
苏桦	uestcarchi	uestcarchi@gmail.com	<input type="checkbox"/>
金女士	794414668@qq.com	794414668@qq.com	<input type="checkbox"/>

Q Research Send Mail

This screen is the search result screen for mass mailing users . After selecting the check boxes on the right of the users who need to send mails, click the Send Mail button to send mails to all the users whose check boxes are selected.

### 1.2.6.3 Mass mailing history

- Broadcast E-Mails History						
Email Templates ID	Email Templates Name	From	Send Date	To	Status	Detail
14233010246464307 6	Happy Spring Festival 2013	##USER_EMAIL##	2019-04-08 1 5:25	##PERSON_EMAIL# #	Success:1 Failures:0 Pending:0	<a href="#">Q</a>
14233010246464307 6	Happy Spring Festival 2013	##USER_EMAIL##	2021-09-16 1 4:37	##PERSON_EMAIL# #	Success:34 Failures:10 Pending:0	<a href="#">Q</a>

This screen is a list of mass mailing history records. Click the Details button to jump to the [detailed screen of mass mailing](#) .

## 1.2.6.4 Bulk email details

- Broadcast Email Detail				
Name	To	Subject	Send Result	Mail Content
			success	<a href="#">Q</a>

[Pre](#)

This screen lists the information of all personnel sent in this batch , and you can click the button of the mail content to view the details of the mail sending.

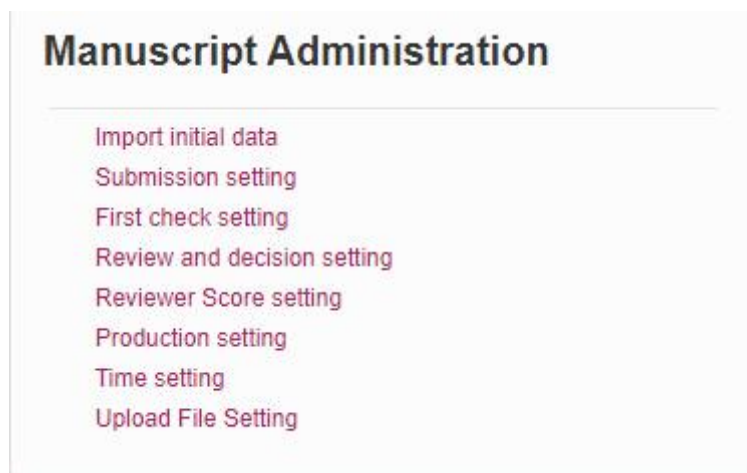
## 1.2.6.5 Email sending history

From	To	Title	Send Date	Status	Option
jiangchao@mail.scien cep.com	demo_rev1@126.com	<a href="#">《中国科学 - 测试》- 审稿感谢信</a>	2023-03-27 13:38	success	
jiangchao@mail.scien cep.com	demo_rev1@126.com	<a href="#">《中国科学 - 测试》- 感谢您接受我们的审稿邀请</a>	2023-03-27 13:35	success	
demo_editor@126.com	demo_rev1@126.com	<a href="#">《中国科学 - 测试》- TEST-2023-0008 稿件评审邀请</a>	2023-03-27 13:34	success	
jiangchao@mail.scien cep.com	demo_rev1@126.com	<a href="#">《中国科学 - 测试》- 回执</a>	2023-03-27 13:32	success	
demo_editor@126.com	demo_rev1@126.com	<a href="#">《中国科学 - 测试》- TEST-2023-0008 稿件评审邀请</a>	2023-03-27 11:11	success	
jiangchao@mail.scien cep.com	demo_author@126.com	<a href="#">《中国科学 - 测试》- TEST-2023-0008 稿件提交成功</a>	2023-03-27 11:10	success	
jiangchao@mail.scien cep.com	demo_rev1@126.com	<a href="#">《中国科学 - 测试》- 审稿感谢信</a>	2023-03-27 11:03	success	
jiangchao@mail.scien cep.com	demo_rev1@126.com	<a href="#">《中国科学 - 测试》- 审稿感谢信</a>	2023-03-27 11:02	success	
jiangchao@mail.scien cep.com	demo_rev1@126.com	<a href="#">《中国科学 - 测试》- 感谢您接受我们的审稿邀请</a>	2023-03-27 10:58	success	
jiangchao@mail.scien cep.com	demo_rev1@126.com	<a href="#">《中国科学 - 测试》- 感谢您接受我们的审稿邀请</a>	2023-03-27 10:58	success	

[Export CSV](#) 1-10 [v](#) [>](#)

This screen is used to display the historical record information of all sent emails , and you can click the email title link to view the detailed information of the email. If the email sending result status is failed, you can click the resend button to resend the email.

## 1.2.7 Manuscript Management



This module is for platform administrators to add and modify manuscript-related setting information .

### 1.2.7.1 Initial configuration data import

Import questionnaire data

Please drag and drop files here

Attach

Import initial users

Please drag and drop files here

Attach

Import scholarOne users

Please drag and drop files here

Attach

Import speciality

Please drag and drop files here

Attach

Import enum data

Please drag and drop files here

Attach

Update user speciality

Please drag and drop files here

Attach

Import the initial configuration data of the manuscript, click "Select File" to import the file and upload it

### 1.2.7.2 Contribution Settings

Manuscript Information Check

Type: { 'enable': true , 'required': true }

Title: { 'enable': true , 'required': true , 'minlength': 5 , 'maxlength': 200 }

Synchronous submission to the SciEngine preprint platform:

```
{ 'enable': true, 'required': false }
```

Save

### Manuscript Documents

Single File Size Limit(MB): 50

All File Size Limit(MB): 100

Main Document File Type: pdf,doc,docx

Table File Type: png,jpg,jpeg,tif,tiff,eps,bmp,emf,psd,cdr,eps,dxf,ppt,zip,rar

Table File Type: txt,csv,doc,docx,zip

File Types for reviewer / not for reviewer: pdf,doc,docx,txt,zip,rar

PDF Header: 中国科学: 化学

PDF Footer: http://chemcn.scichina.com

PDF Watermark Text: For Review Only

PDF Watermark Text Size: 64

Whether PDF output line number:  Output

Save

**Author Question**

**Form(Chinese):**

```

<th><span name="seq"></span>
  历史投稿记录
</th>
</tr>
</thead>
<tbody>
<tr>
<td>
  <strong>
    <span class="text-danger"> * </span>稿件以前是否提交过本刊?
  </strong>
</td>
</tr>

```

[Preview](#)

**Form(English):**

```

</th>
</tr>
</thead>
<tbody>
<tr>
<td>
  <strong>
    <span class="text-danger"> * </span>稿件以前是否提交过本刊?
  </strong>
</td>
</tr>

```

[Preview](#)

**Check:**

```

{
  'previousSubmitRadio':
  {
    'required': true
  },
  'previousId':
  {
    'required': false
  },
  'authorCheckbox_1':

```

**Script:**

```

$(function() {
  managerPreviousSubmitRadio();

  $("input[name='previousSubmitRadio']").on('change', function() {
    managerPreviousSubmitRadio();
  });

  managerInvitedByEICAndAERadio();

```

REVISION:

[Save](#)

settings : manuscript data verification , submission files , and author questionnaire . Users modify the settings and click the Save button to save the modification information of the submission settings .

Click the [ Preview ] button to enter the pop-up screen of the form preview. The screen is as follows :



## Preview



### 历史投稿记录

\* 稿件以前是否提交过本刊?

是

否

如果是的, 稿件ID是什么?

### 作者的伦理责任

\* 作者应避免因错误描述研究成果而破坏期刊信誉, 甚至有损科学声誉。在处理潜在的不当行为时, 作者应遵守COPE协议。

### 利益冲突声明

\* 作者必须公开对研究工作可能会产生影响的关系或利益情况。

### 8 是否由主编或编委邀请

稿件是否由主编或编委邀请?

是

否

如果是的, 请列出主编或编委姓名:

Close

### 1.2.7.3 Initial Screening and Review Settings

**Function Setting**

Refuse manuscripts without review :

Allow editorial edit recommend :

Whether to display the previous editorial. :

Whether to select Ed By spec. :

Author View Flow State Of Reviewing manuscripts :  Detail Flow State  
 Reviewing

Assign AE Mode :  Select by ComboBox  
 Search by search page  
 Select & Search

Show status of fee in await list :

Author View Role Of Reviewing manuscripts :  Editor  
 English Editor

Save

By modifying the function setting content, the user clicks the save button to save the modification information of the function configuration .

**Edit Setting**

Form( Chinese) : Preview

Form( English) : Preview

Script : Preview

REVISION:

Save

By modifying the setting content, the user clicks the save button to save the modification information of the preliminary screening setting .

Click the [ Preview ] button to enter the pop-up screen of the form preview. The

screen is as follows :

**Preview**
✕

Close

**Setting Node's Function Authority**

Node Name	Function Authority			
Select Next Workflow (Revised)	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Roll Back
Awaiting AE Recommendation	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Roll Back
Whether AE Make Decision(AEIC)	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Roll Back
Awaiting EEIC Decision	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Roll Back
Send Final Decision Mail	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input type="checkbox"/> Roll Back
Awaiting Editor Checklist	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input type="checkbox"/> Roll Back
Whether AE Make Decision(ED)	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Roll Back
Awaiting EEIC Assignment	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input type="checkbox"/> Roll Back
Awaiting ED Assign AE	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Roll Back
Awaiting Pick and Assign Manuscript	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input type="checkbox"/> Roll Back
Awaiting EM Final Decision	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input type="checkbox"/> Roll Back
Awaiting EEIC Assign AE	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input type="checkbox"/> Roll Back
Whether Assign AEIC	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input type="checkbox"/> Roll Back
Awaiting ED Processing After Review	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input type="checkbox"/> Roll Back
Whether EEIC Make Decision or Select Reviewers	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Roll Back

Save

Select the permission from the multi-options of function permissions, and click the [Save] button to save.

### 1.2.7.4 Review and Approval Settings

**Review & Decide**

**Blind Settings(Review):**  Single Blind  Double Blind

Single Blind: Reviewers know the author's identity Double Blind: The author or commenter does not know each other's identity.

**Default min Reviewers:**

**Can create reviewers:**  Allow

To the Editorial Department's Opinion(Eic sign):

```
{ 'enable': true , 'required': true, 'maxlength': 3000 }
```

Save

### Review Checklist

Form(Chinese):

```
<table class="table table-bordered">
<tbody>
<tr>
<th class="hl-default">
<h4>对文章内容陈述意见</h4>
</th>
</tr>
<tr>
<th class="hl-default">
如果文章内容正确, 并且是符合期刊需要的内容, 请勾选此框。 请按照以下标准对文章进行质量评估。 可接受的文章
```

Preview

Script:

```
$(function() {
managerRadio_28();
$("input[name='radio_28']").on('change', function() {
managerRadio_28();
});
managerRadio_30();
```

REVISION:

Save

The settings are divided into review & approval and review form settings. Users modify the settings and click the save button to save the modification information of the review settings .

Click the [ Preview ] button to enter the pop-up screen of the form preview. The screen is as follows :

## Preview



### 对文章内容陈述意见

如果文章内容正确, 并且是符合期刊需要的内容, 请勾选此框。请按照以下标准对文章进行质量评估。可接受的文章质量为Q1或Q2, 通常不低于Q3。简短的评审报告对于支持您的判断至关重要。

#### \* 质量评估标准

- Q1: 优秀, 对促进学科进步做出重大贡献
- Q2: 良好, 原创, 并且具有重要意义
- Q3: 普通, 原创但意义有限
- Q4: 普通, 对学科贡献较少, 不适合本刊

#### \* 科学重要性

- Q1: 重大意义, 创新性强
- Q2: 具有一定研究意义和创新性
- Q3: 研究有意义, 但缺乏原创性
- Q4: 研究意义有限或不符合期刊范围

**\* 研究质量**

- Q1: 实验和/或理论上优秀, 数据可靠, 没有缺陷
- Q2: 论据充分, 没有重大缺陷
- Q3: 主要论据充分, 但有严重缺陷
- Q4: 有重大缺陷或不一致
- Q5: 研究有趣, 但属猜测或预备工作

**\* 标题是否符合稿件内容?**

- 是
- 否

**\* 摘要是否很好地总结了稿件内容?**

- 是
- 否

**\* 数据能否充分支持讨论和结论?**

- 是
- 否

**\* 文章结构是否令人满意?**

- 是
- 否

**\* 所有的表格和图片对理解文章内容是否必须？如果不是必须, 请在评审意见中具体指出。**

是

否

**\* 是否有必须增加的图片？如果有, 请详细说明**

是

否

**\* 参考文献是否充分？是否是必要的, 与稿件相关, 并且是正确的？**

是

否

**\* 稿件是否需要语言润色？**

很好

良好

一般

较差

Close

## 1.2.7.5 Reviewer Scoring Settings

**Form(Chinese):**

```
<table class="table table-bordered">
<tbody>
<tr>
<th class="hl-default">
<h4>对审稿人作出评分</h4>
</th>
</tr>
<tr>
<th class="hl-default">
使用下面的评分选项，对审稿人在此次审稿结果中进行评价。评分选项具有相应的数值，系统将对审稿人所有历史
```

**Script:**

Save

By modifying the setting content, the user clicks the save button to save the modification information of the reviewer scoring setting .

Click the [ Preview ] button to enter the pop-up screen of the form preview. The screen is as follows :



## Preview



## 对审稿人作出评分

使用下面的评分选项，对审稿人在此次审稿结果中进行评价。评分选项具有相应的数值，系统将对审稿人所有历史稿件所获得的评分取平均值以确定审稿人的“R-分值”。“R-分值”是对审稿人历史审稿质量的评估指标。

## 审稿效率

- Q1 审稿时间正常 (等级3)
- Q2 审稿略有延迟 (等级2)
- Q3 审稿严重推迟 (等级1)

## 质量评价

- Q1 高水平 (等级3)
- Q2 普通水平 (等级2)
- Q3 低水平 (等级1)

Close

## 1.2.7.6 production settings

**Checklist**

Form( Chinese) : 

```
<div class="form-group">
<div class="checkbox">
<label>
<input type="checkbox" name="prodCheck_6" value="0" />
  出版文件已提交
</label>
</div>
<div name="error.prodCheck_6"></div>
<div class="checkbox">
```

Script :

REVISION:

Preview

Save

By modifying the setting content, the user clicks the save button to save the modification information of the production setting .

Click the [ Preview ] button to enter the pop-up screen of the form preview. The screen is as follows :

**Preview**
✕

---

出版文件已提交

数据文件已核准

已收到必须的版权材料

Close

### 1.2.7.7 time setting

**Invite Reviewers to Remind**

When a reviewer is invited to review a draft but does not reply, you can send a reminder twice. Enter the number of days that have elapsed between the time of the invitation and the time the reminder was sent.

1st Reminder Reply (Days):

2st Reminder Reply (Days):

Reply Deadline (Days):

Reviewing Deadline (Days):

Reviewer Can Select Time:

Time of Reviewing: 7 10 14 15  
20 21 30 50

Save

**Review Time Limit**

Select Next Workflow (Revised) (Days) :

Awaiting Pick and Assign Manuscript (Days) :

Awaiting EM Final Decision (Days) :

Send Final Decision Mail (Days) :

[Save](#)

---

**Time Limit for revised**

Manuscript received the following comments, the author submits the deadline for the number of days.

Revised Submission Deadline (Days):

Review Submission Deadline (Days):

Deadline for Submission of Complaints (Days):

[Save](#)

---

**Deadline for Invite Manuscripts**

1st Reminder Reply (Days):

2st Reminder Reply (Days):

Reply Deadline (Days):

[Save](#)

The time setting is divided into reviewer invitation reminder, review time limit , resubmission time limit and draft appointment time setting. Users can modify the setting content and click the save button to save the modification information of the time setting .

### 1.2.7.8 Upload time setting

**Setting**

Prohibit Upload File Type:

Single File Size Limit(MB):

All File Size Limit(MB):

Use cloud services to transform documents:

Remote document service url:

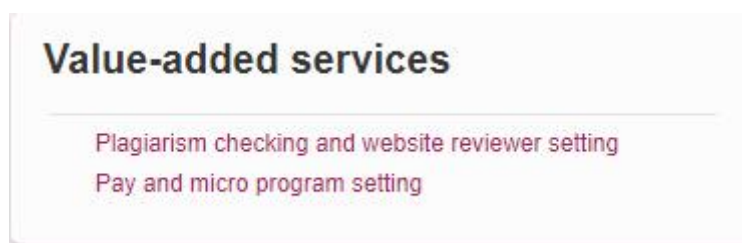
Use Metadata Parse Service:

Metadata Parse Service:

[Save](#)

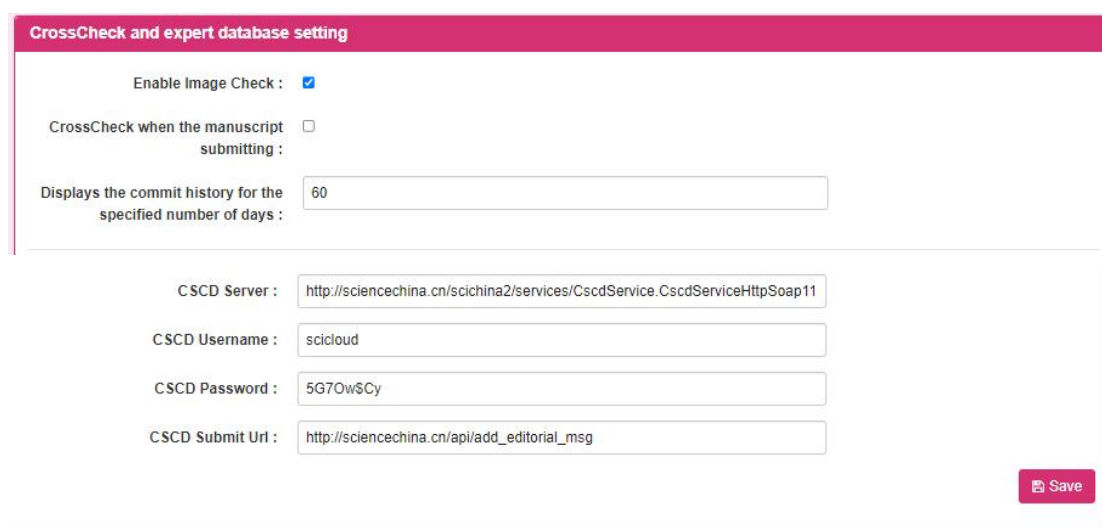
The user clicks the save button by modifying the setting content to save the modification information of the upload time setting .

## 1.2.8 Value-added service management



This module is for platform administrators to set value-added service information .

### 1.2.8.1 Academic Misconduct and Expert Library Setup

A screenshot of a web form titled "CrossCheck and expert database setting". The form contains several settings:

- Enable Image Check :
- CrossCheck when the manuscript submitting :
- Displays the commit history for the specified number of days :
- CSCD Server :
- CSCD Username :
- CSCD Password :
- CSCD Submit Url :

A "Save" button is located at the bottom right of the form.

By modifying the setting content, the user clicks the save button to save the modification information of academic misconduct and expert database settings .

## 1.2.8.2 Fees and Mini Program Settings

Pay setting

Pay mode :  Online payment  
 Offline payment

Pay center api url :

Pay center app id :

Pay center app secret :

Pay account :

Pay calculator url :

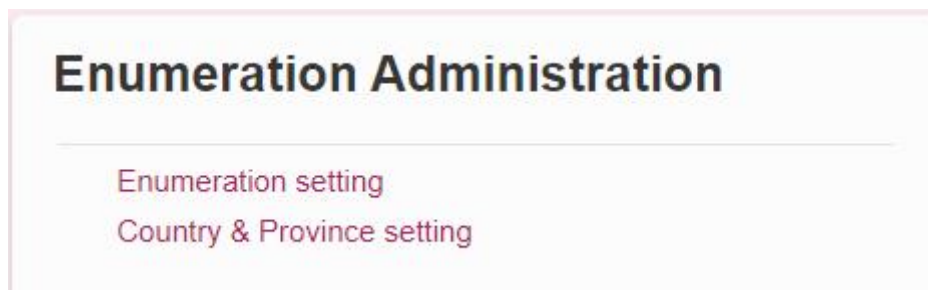
MP api url :

MP Basic auth username :

MP Basic auth password :

By modifying the setting content, the user clicks the save button to save the modification information of charging and applet settings .

## 1.2.9 enumeration management



This module is for platform administrators to add and modify enumeration information .

## 1.2.9.1 enumeration settings

Prefixal					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	先生	Mr.
▲ ▼	2 ▼	Select... ▼	2	女士	Mrs.
▲ ▼	3 ▼	Select... ▼	3	教授	Prof.
▲ ▼	4 ▼	Select... ▼	4	博士	Dr.
▲ ▼	5 ▼	Select... ▼	5	老师	Master.

1. Click the [ Add ] button to enter the new title screen (as shown in the figure below ), enter the screen information, and click Save to save the newly added title information.

SciCloud - TEST	
ID (Value)	<input type="text"/>
Name (zh-cn)	<input type="text"/>
Name (en)	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

2. Click the up and down arrows of the moving item to change the sorting of the current appellation .

3. Change the number of sorting items, and click the [ Update sorting] button to save the sorting of the modified titles .

4. Select the modify link in the operation , enter the title modification screen , and click the [ Save ] button to save the modified title information for the current title information .

Manuscript Status					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲	1 ▼	Select... Select...	11	草稿	Unsubmit
▼					
▲	2 ▼	Modify Delete	12	待修改	Revised
▼					
▲	15 ▼	Select... ▼	21	已撤稿	Withdrawn Manuscripts
▼					

5. Click Modify in the operation list to enter the screen for modifying the item ( as shown in the figure below ) , and click the [Save ] button to save the modified information.

### SciCloud - TEST

ID (Value)	<input type="text" value="11"/>
Name (zh-cn)	<input type="text" value="草稿"/>
Name (en)	<input type="text" value="Unsubmit"/>

6. (Note : Other operations are the same as the title setting of the enumeration setting)

Reviewer Review Comments					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	直接发表	Accept
▲ ▼	2 ▼	Select... ▼	2	修改后发表	Minor Revision
▲ ▼	3 ▼	Select... ▼	3	修改后复审	Major Revision
▲ ▼	4 ▼	Select... ▼	4	退稿	Reject

↻ Update Order

Application 1 Review Comments					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	直接发表	Accept
▲ ▼	2 ▼	Select... ▼	2	修改后发表	Minor Revision
▲ ▼	3 ▼	Select... ▼	3	修改后复审	Major Revision
▲ ▼	4 ▼	Select... ▼	4	退稿	Reject

↻ Update Order

(Note : The operation is the same as the title setting of the enumeration setting)

Application 2 Review Comments					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	直接发表	Accept
▲ ▼	2 ▼	Select... ▼	2	修改后发表	Minor Revision
▲ ▼	3 ▼	Select... ▼	3	修改后复审	Major Revision
▲ ▼	4 ▼	Select... ▼	4	退稿	Reject

↻ Update Order

Application 3 Review Comments					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	直接发表	Accept
▲ ▼	2 ▼	Select... ▼	2	修改后发表	Minor Revision
▲ ▼	3 ▼	Select... ▼	3	修改后复审	Major Revision
▲ ▼	4 ▼	Select... ▼	4	退稿	Reject

↻ Update Order



(Note : The operation is the same as the title setting of the enumeration setting)

**Application 4 Review Comments**

Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	直接发表	Accept
▲ ▼	2 ▼	Select... ▼	2	修改后发表	Minor Revision
▲ ▼	3 ▼	Select... ▼	3	修改后复审	Major Revision
▲ ▼	4 ▼	Select... ▼	4	退稿	Reject

**Application 5 Review Comments**

Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	直接发表	Accept
▲ ▼	2 ▼	Select... ▼	2	修改后发表	Minor Revision
▲ ▼	3 ▼	Select... ▼	3	修改后复审	Major Revision
▲ ▼	4 ▼	Select... ▼	4	退稿	Reject

(Note : The operation is the same as the title setting of the enumeration setting)

Application 6 Review Comments					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1▼	Select... ▼	1	继续送审	Accept
▲ ▼	2▼	Select... ▼	2	退给作者修改	Minor Revision
▲ ▼	4▼	Select... ▼	4	退稿	Reject

↻ Update Order

Application 7 Language Embellishment					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1▼	Select... ▼	1	直接发表	Accept
▲ ▼	2▼	Select... ▼	2	修改后发表	Minor Revision
▲ ▼	3▼	Select... ▼	3	修改后复审	Major Revision
▲ ▼	4▼	Select... ▼	4	退稿	Reject

↻ Update Order

(Note : The operation is the same as the title setting of the enumeration setting)

Manuscripts Optional File Types					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1▼	Select... ▼	1	主稿件	Main Document
▲ ▼	2▼	Select... ▼	6	图	Figure
▲ ▼	3▼	Select... ▼	7	表	Table
▲ ▼	3▼	Select... ▼	8	回复信	Response Letter
▲ ▼	3▼	Select... ▼	9	涉密信	Secret information Letter
▲ ▼	4▼	Select... ▼	2	著作权转让书	Copyright Transfer Book
▲ ▼	5▼	Select... ▼	3	审稿人可见的附件	Supplemental File For Review
▲ ▼	6▼	Select... ▼	4	审稿人不可见的附件	Supplemental File Not For Review
▲ ▼	7▼	Select... ▼	5	投稿信	Cover Letter

↻ Update Order

(Note : The operation is the same as the title setting of the enumeration setting)

Review Optional File Types					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	仅编辑可见	Editor Only
▲ ▼	2 ▼	Select... ▼	2	作者与编辑可见	Author & Editor

🔄 Update Order

Invite Reviewers Status					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	0	已选择	selected
▲ ▼	2 ▼	Select... ▼	1	已邀请	invited

🔄 Update Order

(Note : The operation is the same as the title setting of the enumeration setting)

Reviewer status					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	0	已取消	Canceled
▲ ▼	2 ▼	Select... ▼	1	已同意	Agreed
▲ ▼	3 ▼	Select... ▼	2	已谢绝	Declined
▲ ▼	4 ▼	Select... ▼	3	超时回复	Overtime Response
▲ ▼	5 ▼	Select... ▼	4	没有回复	No Response
▲ ▼	6 ▼	Select... ▼	5	暂不方便	Unavailable
▲ ▼	7 ▼	Select... ▼	6	已选择	Chooosen
▲ ▼	8 ▼	Select... ▼	7	已邀请	Invitated
▲ ▼	9 ▼	Select... ▼	8	已完成	Completed

🔄 Update Order

(Note : The operation is the same as the title setting of the enumeration setting)

Reviewer's Reply Status					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	同意	Agreed
▲ ▼	2 ▼	Select... ▼	2	谢绝	Declined
▲ ▼	3 ▼	Select... ▼	3	回复超时	Overtime Response
▲ ▼	4 ▼	Select... ▼	4	未回复	No Response
▲ ▼	5 ▼	Select... ▼	5	暂不方便	Unavailable

↻ Update Order

E-mail Send result					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	0	发送成功	Success
▲ ▼	2 ▼	Select... ▼	1	发送失败	Fail
▲ ▼	3 ▼	Select... ▼	2	等待发送	Waiting
▲ ▼	3 ▼	Select... ▼	3	暂不发送	Temporarily not to send

↻ Update Order

(Note : The operation is the same as the title setting of the enumeration setting)

Transfer status					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	2 ▼	Select... ▼	1	已发送邀请	Transfer Invitation has been sent
▲ ▼	3 ▼	Select... ▼	2	已同意转出	Accept Transfer Out
▲ ▼	1 ▼	Select... ▼	3	已谢绝转出	Reject Transfer Out

↻ Update Order

(Note : The operation is the same as the title setting of the enumeration setting)

Eic Sign					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	直接发表	Accept
▲ ▼	2 ▼	Select... ▼	2	修改后发表	Minor Revision
▲ ▼	3 ▼	Select... ▼	3	修改后复审	Major Revision
▲ ▼	4 ▼	Select... ▼	4	退稿	Reject

🔄 Update Order

(Note : The operation is the same as the title setting of the enumeration setting)

### 1.2.9.2 Country and province settings

- Country					
Move	Order	Action	ID (Value)	Name (zh-cn)	Name (en)
▲ ▼	1 ▼	Select... ▼	1	中国	China
▲ ▼	2 ▼	Select... ▼	2	阿富汗	Afghanistan
▲ ▼	246 ▼	请选择... ▼	246	津巴布韦	Zimbabwe

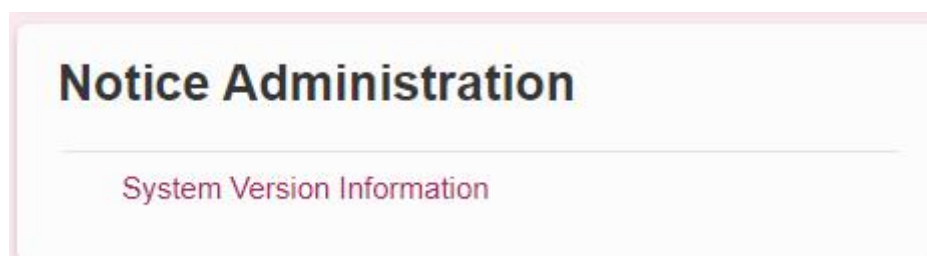
📄新增    🔄更新排序

- 省份					
移动	排序	操作	ID (Value)	名称 (zh-cn)	名称 (en)
▲ ▼	1 ▼	请选择... ▼	110000	北京市	Beijing
▲ ▼	34 ▼	请选择... ▼	820000	澳门特别行政区	Macau

📄新增    🔄更新排序

(Note : The operation is the same as the title setting of the enumeration setting)

## 1.2.10 notification management



This module is for platform administrators to add modification notification information .

### 1.2.10.1 System upgrade information

The image shows a screenshot of a web interface titled "System Upgrade Information". It contains a table with the following data:

Select	Version Number ↓	Upgrade Content	Update Time
<input type="radio"/>	20220908	尊敬的各位用户: 为了给您提供更好的服务, SciCloud投审稿系统将于2022年9月17日8:00-18:00进行机房迁移, 迁移期间系统将无法访问, 给您带来的不便我们深表歉意。 SciCloud投审稿系统技术团队 2022年9月8日	2022-09-07 00:00

Below the table, there are three buttons: "Add", "modify", and "Delete". On the right side, there is a dropdown menu showing "1-1".

1. Click the [ Add ] button to enter the new system upgrade information screen (as shown in the figure below ) , enter relevant information, and click the [ Save ] button to save the newly added system upgrade information .

The screenshot shows a web form titled "SciCloud - TEST" with a sub-header "System Upgrade Information". The form contains three main input fields: "Version Number:" with a single-line text box, "Upgrade Content:" with a larger multi-line text area, and "Update Time:" with a date/time picker. At the bottom right of the form are "Save" and "Cancel" buttons.

2. Click [ version number ] and [ update time] of the title to reorder the records according to the corresponding sorting method .

(Note : Other operations are the same as those [on the system notification](#) screen)