**ScholarOne Reference Material for AJPP Journals**2022 AJPP Annual Conference  
July 2022

* **Pre-recorded Admin and Editor Training Videos**
  + Admin training: https://share.vidyard.com/watch/3CJ9VBTdFjVC6cj1bxBJqv?
  + Editor training: https://share.vidyard.com/watch/EBSTpKfQ44dM523hdF8btp?
* **Creating/Editing a Batch-Export**
  + You can learn how to set up/edit a batch-export by reading pages 13-15 of the online Production Guide at <https://clarivate.com/webofsciencegroup/wp-content/uploads/sites/2/dlm_uploads/2019/10/S1M-Production-Center-Guide.pdf>
* **Editing the Instructions & Forms Page**
  + You can provide links to uploaded files or URLs on the Instructions & Forms page on your site. Below are instructions on how to do that. Note that only users with Admin permissions to the site can do this.
    - Uploaded files that you will link to:
      * Upload the file to the Instructions & Forms page.
      * Open up the Admin: configure instructions page (by scrolling to the bottom of any site page and clicking on the Admin: configure instructions link).
      * At the bottom of that page, find the HTML-coded text for this file you uploaded to the Instructions & Forms page. Copy that coded text.
      * Go back to the Instructions & Forms page and paste the coded text into the textbox. Save your changes.
      * Log out of the site, and you’ll be able to see how the Instructions & Forms page will look to external users (when logged into the site you can only see an editable Instructions & Forms page).
    - URLs that you will link to
      * Use standard HTML tags/coding to add in any URLs. Below is an example of how this can be set up. (The target="\_blank" part is the code that will open up the site in a new tab.)

<A HREF="http://www.the\_complete\_url" target="\_blank"><b>The linked text</b></a>

* **Updating Instructions, Editing the Home Page, and Adding Tool Tips**
  + You can edit the instructions at the top of any site page (other than the login pages and the new account creation pages; I have to help update those pages) by simply going to the right page, scrolling down to the bottom, and clicking on the Admin: configure instructions link. Note that only users with Admin permissions to the site can do this.
    - Here’s a short video that covers updating instructions at the top of a site page: <https://www.youtube.com/watch?v=ARyvKtlU58g&feature=youtu.be>
  + You can learn how to update the Home Page on your site through these two short videos.
    - ScholarOne Manuscripts: Configuring the Home Page - Basic Overview - <https://youtu.be/RpFxnyBYCCM>
    - ScholarOne Manuscripts: Configuring the Home Page - Advanced Overview - <https://youtu.be/7u0bdIfBY0w>
  + You can add in tool tips (custom instructions/information for specific parts of the submission process) simply by going into the submission process and then clicking on the “Edit” button next to the submission element that you want to update. Note, again, that only admin users can add/edit tool tips (and only admin users will see the edit button).
    - Here’s a short video that covers adding tool tips to your site: <https://www.youtube.com/watch?v=ARyvKtlU58g&feature=youtu.be>