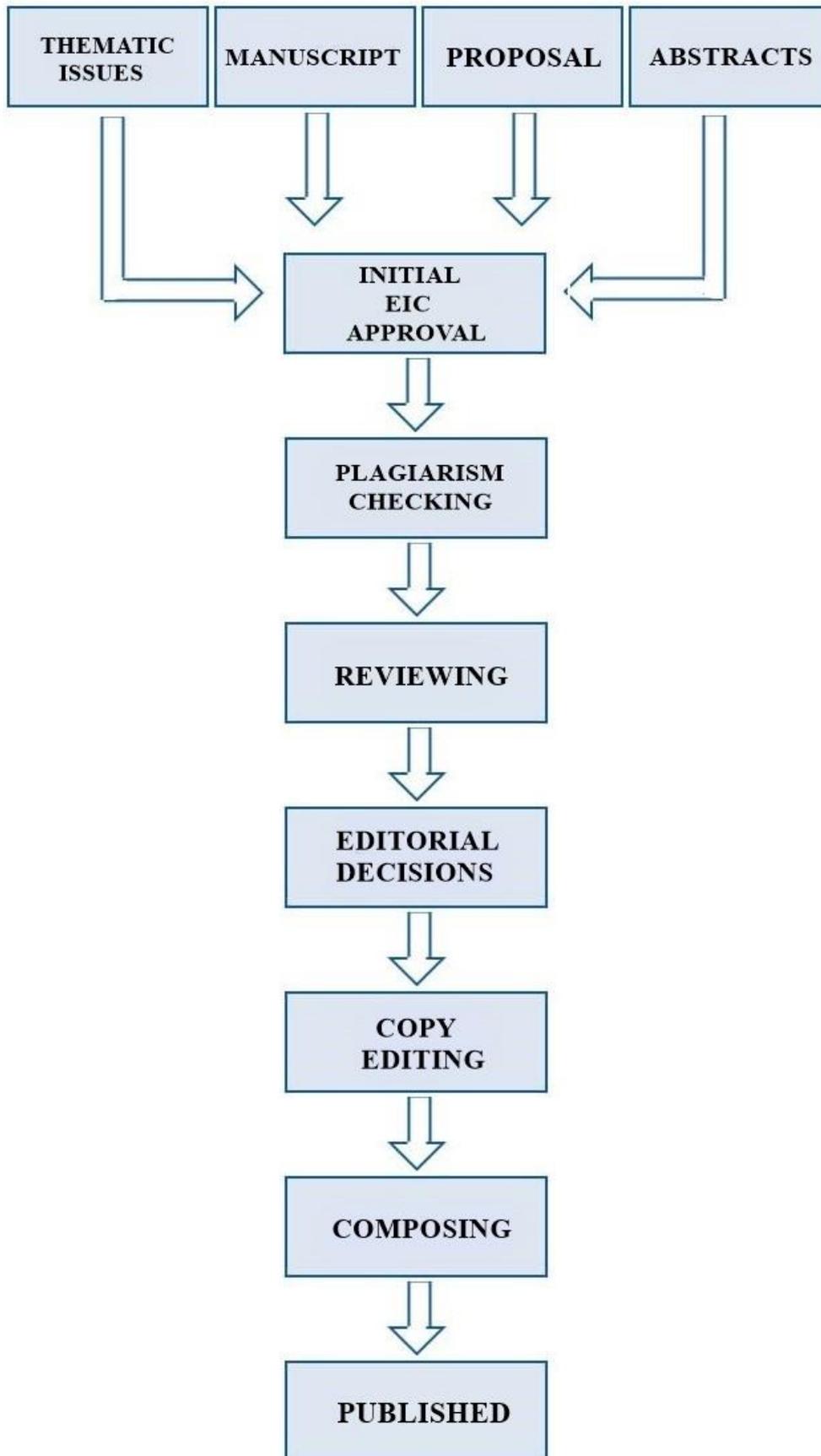


**BENTHAM
SCIENCE**

JMS Editors Guide

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

1. SEARCH BAR

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

2. NOTIFICATIONS

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

3. MESSAGE BOX

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

4. CHAT BOX

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

***Note:** The EIC should be online.

5. LOGOUT

- ⑤ To exit the system, click on the logout button as shown in **Fig (1)**.

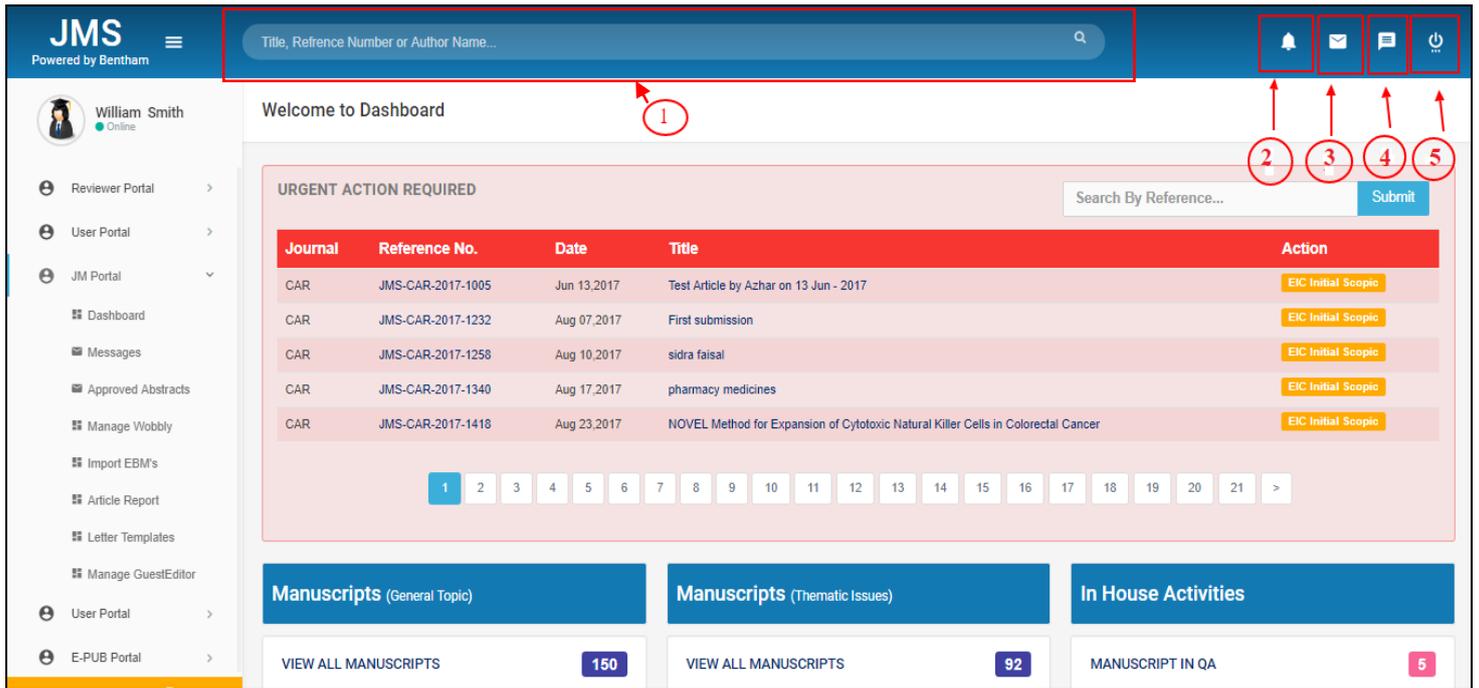


Fig (1)

After the EIC logs in, three panels appear on the dashboard as shown in Fig (2):

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

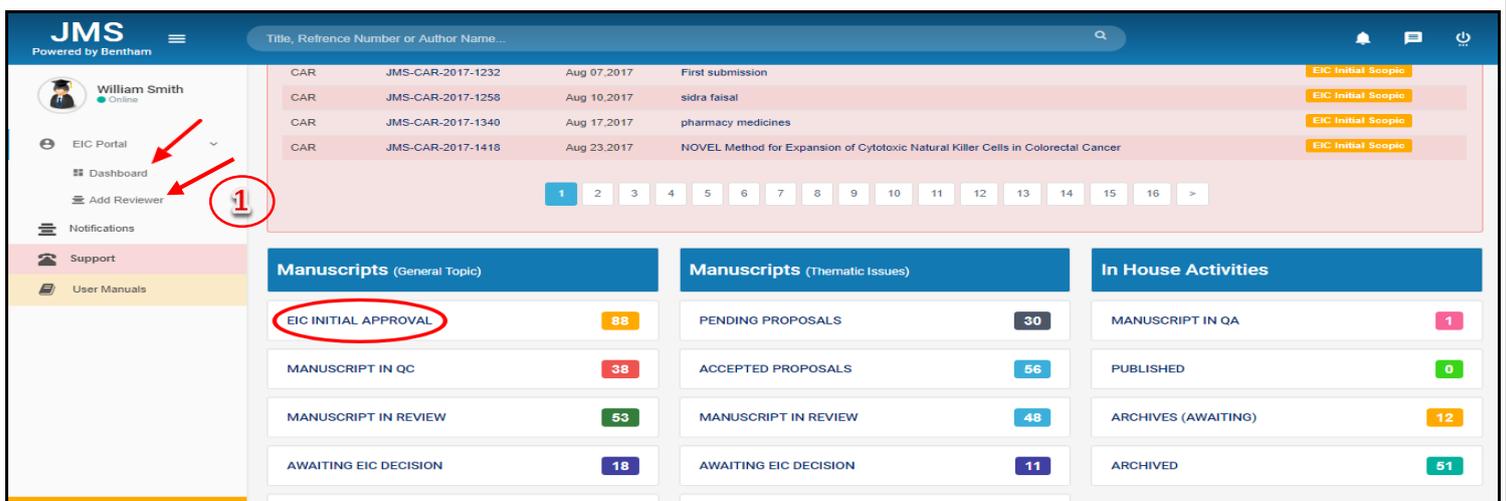


Fig (2)

6. EIC INITIAL APPROVAL

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

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

- ② **MANUSCRIPT IN PRE-REVISION:** This option displays manuscripts that are in the Pre-revision process.
 - a) If the status shows **"Pre-revision Awaiting"**, the EIC can do the pre-revision on behalf of the author as shown in **Fig (3a)** indicated by the red arrow.

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

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

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Title, Reference Number or Author Name...

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EIC Portal

Notifications

Support

User Manuals

EIC Initial Approval

NEW SUBMISSIONS 1

Show 5 entries

| Reference No. | Type | Submitted Date | Title | Total Days |
|-----------------|------------|----------------|-----------------|------------------|
| BMS-CAR-2018-58 | Manuscript | 2018-03-07 | tst 1 | 3 Days, 2 Hours |
| BMS-CAR-2018-57 | Manuscript | 2018-03-07 | test sub | 3 Days, 2 Hours |
| BMS-CAR-2018-56 | Manuscript | 2018-03-07 | test sub | 3 Days, 2 Hours |
| BMS-CAR-2018-55 | Manuscript | 2018-03-07 | Test sub quick | 3 Days, 2 Hours |
| BMS-CAR-2018-54 | Manuscript | 2018-03-02 | QS March 2018 2 | 1 Week, 22 Hours |

Showing 1 to 5 of 70 entries

Previous 1 2 3 4 5 ... 14 Next

MANUSCRIPTS IN PRE-REVISION 2

Show 5 entries

| Reference No. | Submitted Date | Title | Total Days | Status |
|-----------------|----------------|-------------------------------------------|-----------------|------------------------|
| BMS-CAR-2018-59 | Mar 07, 2018 | fdg | 3 Days, 2 Hours | Pre-Revision Completed |
| BMS-CAR-2018-33 | Feb 17, 2018 | Test Sub. Pre revision 5 | 2 Weeks, 6 Days | Pre-Revision Awaiting |
| BMS-CAR-2018-40 | Feb 14, 2018 | fdert | 3 Weeks, 3 Days | Pre-Revision Completed |
| BMS-CAR-2017-12 | Feb 08, 2018 | This is first after deployment 04-11-2017 | 4 Weeks, 2 Days | Pre-Revision Awaiting |
| BMS-CAR-2018-27 | Feb 06, 2018 | Test Submission by Azhar on 6 Feb, 2018 | 1 Month, 1 Day | Not In Pre-Revision |

Showing 1 to 5 of 15 entries

Previous 1 2 3 Next

CROSS VERIFICATION REJECTED 3

Show 5 entries

| Reference No. | Submitted Date | Title | Total Days |
|-----------------|----------------|------------------------------|--------------------|
| BMS-CAR-2017-50 | Dec 08, 2017 | Test Sub. by Xolva for ref 1 | 3 Months, 21 Hours |

Showing 1 to 1 of 1 entries

Previous 1 Next

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Fig (3)

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- Notifications
- Support
- User Manuals

53 Day

BMS-CAR-2018-52 Manuscript 2018-03-02 Quick track form March 18

Showing 1 to 5 of 65 entries

Previous 1 2 3 4 5 ... 13 Next

MANUSCRIPTS IN PRE-REVISION

Show 5 entries

| Reference No. | Submitted Date | Title | Total Days | Status |
|-----------------|----------------|-------------------------------------------|------------------|------------------------|
| BMS-CAR-2018-59 | Mar 07, 2018 | fdg | 3 Weeks, 5 Days | Pre-Revision Completed |
| BMS-CAR-2018-58 | Mar 07, 2018 | tst 1 | 3 Weeks, 5 Days | Pre-Revision Completed |
| BMS-CAR-2018-33 | Feb 17, 2018 | Test Sub. Pre revision 5 | 1 Month, 2 Weeks | Pre-Revision Completed |
| BMS-CAR-2018-40 | Feb 14, 2018 | fdert | 1 Month, 2 Weeks | Pre-Revision Completed |
| BMS-CAR-2017-12 | Feb 08, 2018 | This is first after deployment 04-11-2017 | 1 Month, 3 Weeks | Pre-Revision Awaiting |

Showing 1 to 5 of 16 entries

Previous 1 2 3 4 Next

CROSS VERIFICATION REJECTED

Show 5 entries

| Reference No. | Submitted Date | Title | Total Days |
|---------------|----------------|-------|------------|
|---------------|----------------|-------|------------|

Fig (3a)

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Title, Reference Number or Author Name...

William Smith Online

- EIC Portal
- Notifications
- Support
- User Manuals

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PERFORMA FOR EDITOR EVALUATION

BMS-CAR-2018-58

Title: tst 1
 Abstract: [View Abstract](#)
 Submitted Date: Mar 07, 2018

Author's Details

Total publications:
 H - Index:
 Life Long Citations:

Author Details

| First Name | Last Name | Field of Expertise | Email Address | Affiliations | Action |
|------------|-----------|--------------------|-----------------|--------------|----------------------------------------------------------------------------|
| sadia | ahmed | biologist | sadia@xolva.com | | Details Delete Edit Author |

[+ Add New Author](#)

Files

| Order | File Name | File Type | Upload Date | Uploaded By | Action |
|-------|------------------|------------------|-------------|-------------|-------------------------------------------------|
| 1 | hh.xlsx | Manuscript | 07-03-2018 | sadia ahmed | Download |
| 2 | _coverLetter.pdf | Copyright Letter | 07-03-2018 | sadia ahmed | Delete Download |

Drop files here to upload

1

UPLOAD EIC COMMENTS

Comments:

Attachment: [Browse](#)

[Approve & Continue](#)
[Reject & Continue](#)
[Pre-Revision & Continue](#)

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Fig (3b)

6.1 PERFORMA FOR EDITOR EVALUATION

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

- ① View the abstract by clicking on the **“VIEW ABSTRACT”** button.
- ② To add a new author, click on the **“+Add New Author”** button.
- ③ To see the author’s affiliation details, click on the **“DETAILS”** button.
- ④ To delete the author, click on the **“DELETE”** button.
- ⑤ To edit the author’s information, click on the **“EDIT AUTHOR”** button.
- ⑥ To Download a file, click on the **“Download”** button.
- ⑦ To delete the file, click on the **“DELETE”** button.
- ⑧ In **“UPLOAD EIC COMMENTS”** section, the EIC is required to take action on whether the manuscript has to be pre-revised, rejected or approved.

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PERFORMA FOR EDITOR EVALUATION

BMS-CAR-2018-58

Title: tst 1

Abstract: [View Abstract](#) (1)

Submitted Date: Mar 07, 2018

Author's Details

Total publications:

H - Index:

Life Long Citations:

Author Details

| First Name | Last Name | Field of Expertise | Email Address | Affiliations | Action |
|------------|-----------|--------------------|-----------------|--------------|----------------------------------------------------------------------------------------|
| sadia | ahmed | biologist | sadia@xolva.com | | Details (3) Delete (4) Edit Author (5) |

[+Add New Author](#) (2)

Files

| Order | File Name | File Type | Upload Date | Uploaded By | Action |
|-------|------------------|------------------|-------------|-------------|-----------------------------------------------------|
| 1 | hh.xlsx | Manuscript | 07-03-2018 | sadia ahmed | Download (6) |
| 2 | _coverLetter.pdf | Copyright Letter | 07-03-2018 | sadia ahmed | Delete (7) Download |

Drop files here to upload

UPLOAD EIC COMMENTS

Comments:

Attachment: [Browse](#)

[Approve & Continue](#) ✓
 [Reject & Continue](#) ✗
 [Pre-Revision & Continue](#) ⌚

(8)

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Fig (4)

•**Pre-Revision and Continue:** By clicking on the “**Pre-revision and Continue**” button in the “**Upload EIC comments**” section ‘⑧’ in **Fig (4)**, the submission proceeds for pre-revision in the “**MANUSCRIPT IN PRE-REVISION**” section as shown in **Fig (5)**.

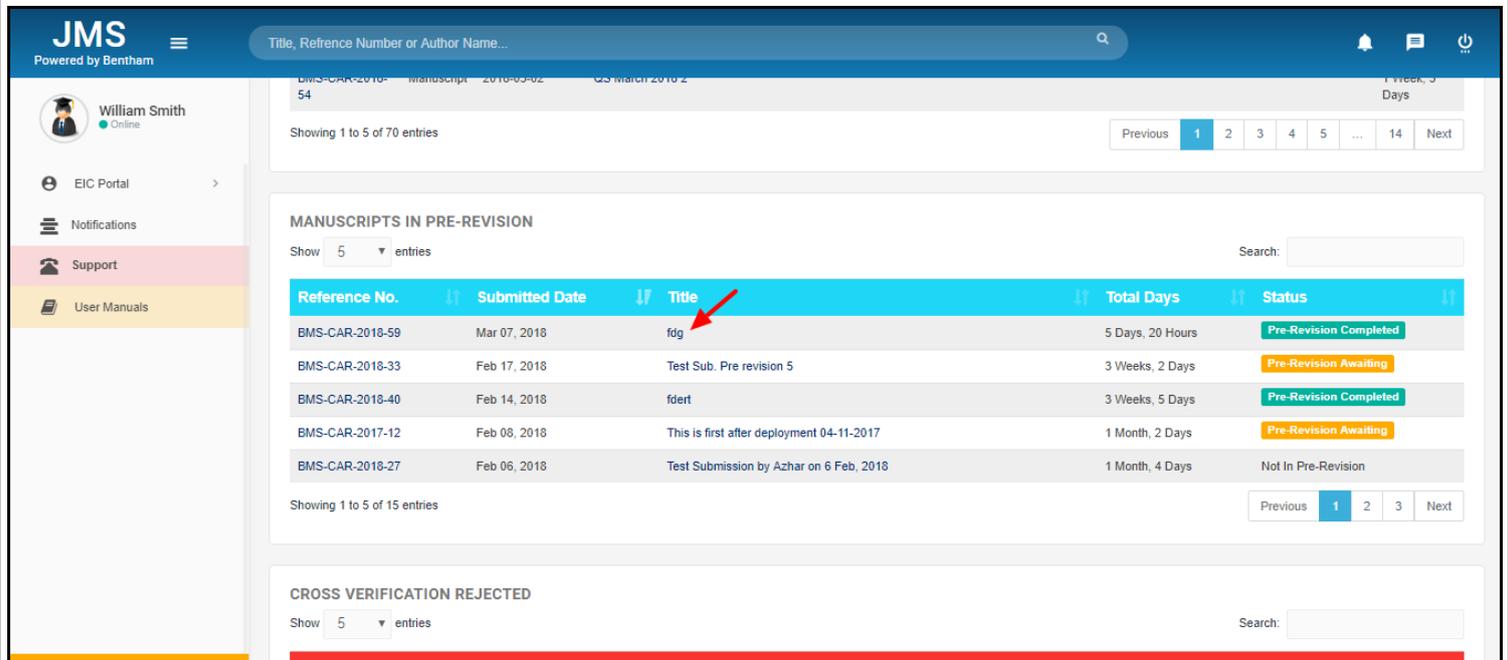


Fig (5)

•**Reject and Continue:** By clicking on the “**Reject and Continue**” button in the “**Upload EIC comments**” section ‘⑧’ in **Fig (4)**, the submission proceeds for review in the QA department. Here, the QA takes the decision whether to permanently decline or revert the rejected manuscript as shown in **Fig (6)**.

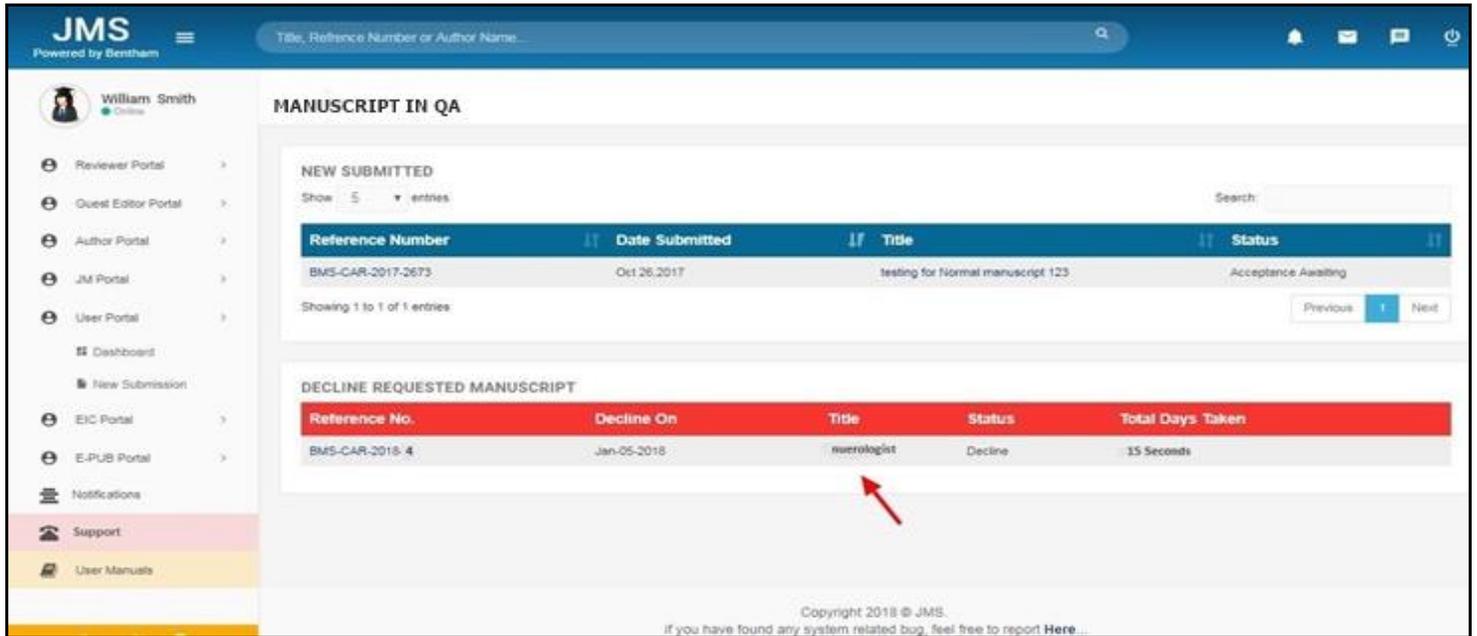


Fig (6)

Approve and Continue: By clicking on the **“Approve and Continue”** button in the **“Upload EIC comments”** section **“8”** in Fig (4), the submission moves from **“EIC APPROVAL”** to **“MANUSCRIPT IN QC”** and **“MANUSCRIPT IN REVIEW”** simultaneously, as shown in Fig (7).

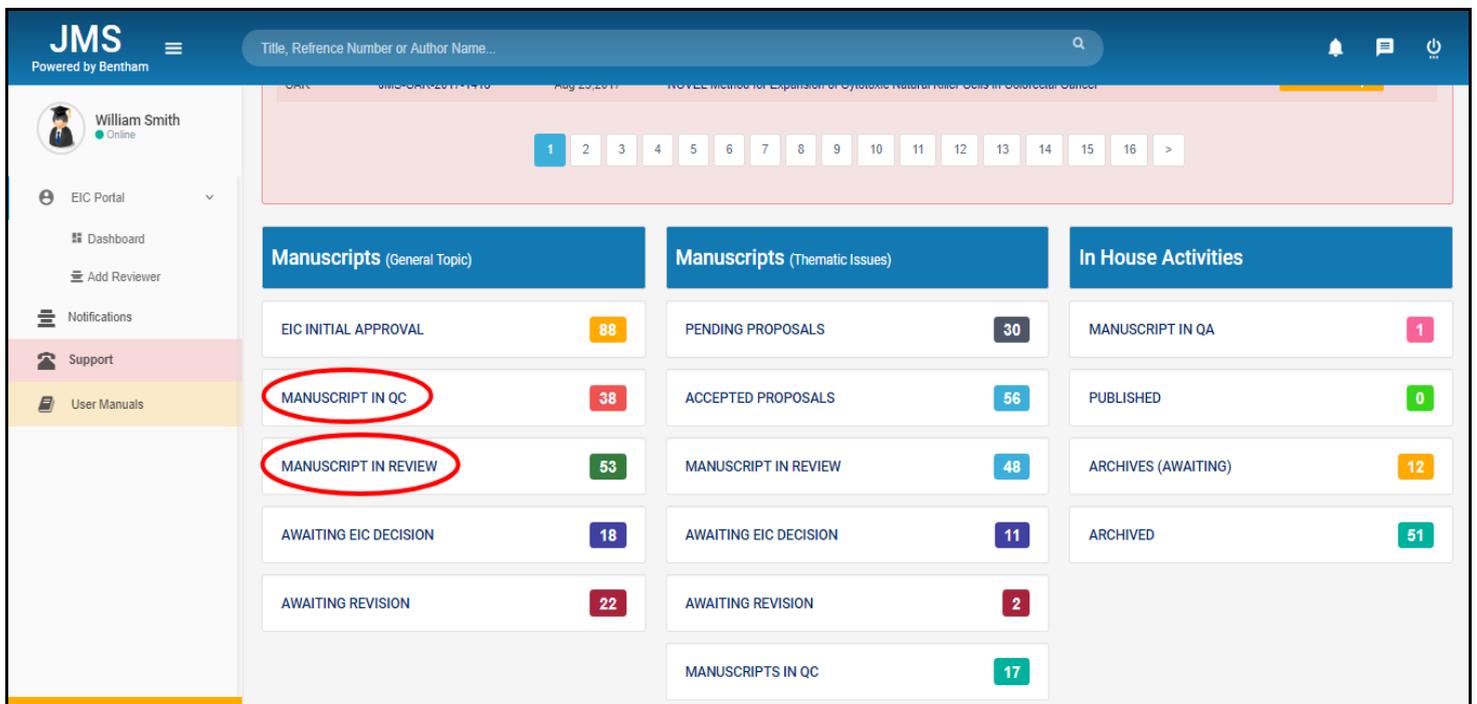


FIG (7)

By clicking on “MANUSCRIPT IN QC” and “MANUSCRIPT IN REVIEW” as shown in Fig (7), a list of all the manuscripts appears.

Fig (8a) shows the “Manuscripts in QC” and Fig (8b) shows the “Manuscripts in Review”.

The screenshot displays the JMS interface. The header includes the JMS logo, the text 'Powered by Bentham', and a search bar. The left sidebar shows the user profile 'William Smith' and navigation options: 'EIC Portal', 'Notifications', 'Support', and 'User Manuals'. The main content area is titled 'MANUSCRIPTS IN QC' and features a table of manuscripts. The table has columns for 'Reference Number', 'Date Submitted', 'Title', and 'Status'. A red arrow points to the word 'Neurolog' in the title of the fourth manuscript entry.

| Reference Number | Date Submitted | Title | Status |
|-------------------|----------------|-----------------------------------------------|--------------------|
| BMS-CAR-2017-64 | Dec 11,2017 | quick track thanks | QC Awaiting |
| BMS-CAR-2017-53 | Nov 20,2017 | Test Sub. by Xolva 20 nov | Resubmitted for qc |
| BMS-CAR-2017-2957 | Nov 03,2017 | test sub for quick | QC Awaiting |
| BMS-CAR-2017-2873 | Nov 01,2017 | Neurolog | QC Awaiting |
| BMS-CAR-2017-2824 | Oct 31,2017 | Arduino Based Blind Solar Tracking Controller | QC Awaiting |

Fig (8a)

The screenshot shows the JMS dashboard for a user named William Smith. The main section is titled 'MANUSCRIPT IN REVIEW' and displays a table of manuscripts. The table has columns for Reference Number, Date Submitted, Title, and Status. A red arrow points to the 'Neurology' title in the fourth row.

| Reference Number | Date Submitted | Title | Status |
|-------------------|----------------|-----------------------------------------------|--------------------|
| BMS-CAR-2017-53 | Nov 20, 2017 | Test Sub. by Xolva 20 nov | Review Started |
| BMS-CAR-2017-50 | Nov 20, 2017 | Test Sub. by Xolva for ref 1 | Review Started |
| BMS-CAR-2017-2957 | Nov 03, 2017 | test sub for quick | Review Not Started |
| BMS-CAR-2017-2873 | Nov 01, 2017 | Neurology | Review Started |
| BMS-CAR-2017-2824 | Oct 31, 2017 | Arduino Based Blind Solar Tracking Controller | Review Started |

Fig (8b)

7. MANUSCRIPT IN REVIEW

This section has the following sub-sections.

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

7.1 Summary

By clicking on the “**Manuscript in Review**” panel in “**MANUSCRIPTS (GT)**” section on the dashboard in Fig (7), manuscripts appear, clicking on the manuscript, “**Summary**” section appears on “**Manuscript Details**” page in Fig (9). In the “**Summary**” tab as

shown in **Fig (9)**, the EIC can see the basic details of the manuscript. Author's details can be viewed by clicking on the **“Details”** button indicated by the red arrow.

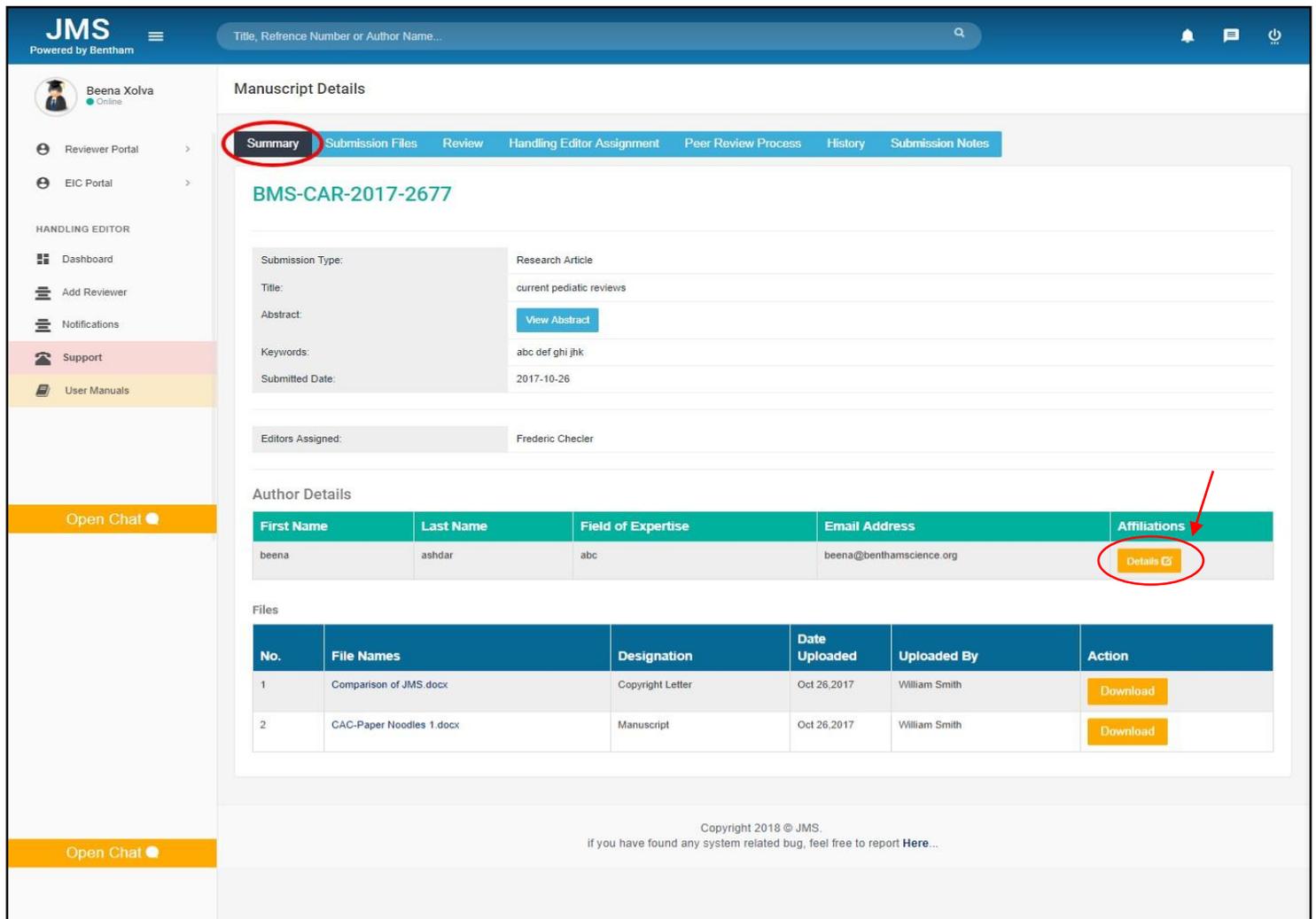


Fig (9)

7.2 Submission Files

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

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Title, Reference Number or Author Name...

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Reviewer Portal >

EIC Portal >

HANDLING EDITOR

Dashboard

Add Reviewer

Notifications

Support

User Manuals

Open Chat

Open Chat

Manuscript Details

Summary **Submission Files** Review Handling Editor Assignment Peer Review Process History Submission Notes

BMS-CAR-2017-2677

Submission Type: Research Article

Title: current pediatric reviews

Abstract: [View Abstract](#)

Keywords: abc def ghi jhk

Submitted Date: 2017-10-26

Editors Assigned: Frederic Checler

Files

| No. | File Names | Designation | Date Uploaded | Uploaded By | Action |
|-----|--------------------------|------------------|---------------|---------------|--------------------------|
| 1 | Comparison of JMS.docx | Copyright Letter | Oct 26, 2017 | William Smith | Download |
| 2 | CAC-Paper Noodles 1.docx | Manuscript | Oct 26, 2017 | William Smith | Download |

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Fig (10)

7.3 Review

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

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

In the **“Reviewer Comments Received”** section,

- ① The reviewer’s comments can be viewed by clicking on the **“View Comments”** button.
- ② The EIC can only take the **Decline** decision from here.

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Title, Reference Number or Author Name...

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Reviewer Portal, User Portal, Dashboard, New Submission, EIC Portal, Handling Editor, Notifications, Support, User Manuals

Open Chat

Manuscript Details

Summary | Submission Files | **Review** | Handling Editor Assignment | Peer Review Process | History | Submission Notes

BMS-CAR-2018-39

Submission Type: Research Article

Running Head:

Title: Test Submission by Xolva to check signatures

Abstract: [View Abstract](#)

Keywords: dfgdgdg

Quick Track:

Submitted Date: 22 Feb,2018

Actual Submission Date: * MM/DD/YYYY

Actual Revision Date: * MM/DD/YYYY

Actual Acceptance Date: * MM/DD/YYYY [Add](#)

Author Details

| First Name | Last Name | Field of Expertise | Email Address | Affiliations |
|------------|-----------|--------------------|--------------------------|-------------------------|
| beena | ashdar | abc | beena@benthamscience.org | Details |

QC Decision

Pending

REVIEWER'S COMMENTS AWAITED

| NAME | Total Days | H-INDEX | REQUEST DATE | UNDERWAY DATE | DUE DATE | CONFIRM DATE |
|---------------|------------|---------|--------------|---------------|----------|--------------|
| deen williams | 7 | 22 | Mar 07,2018 | Mar 07,2018 | --- | --- |

REVIEWER'S COMMENTS RECEIVED

| NAME | H-INDEX | CONFIRM DATE | COMPLETE DATE | RECOMMENDATION | SUBMITTED BY | COMMENTS |
|--------------------------------------------|---------|--------------|---------------|-----------------------------|--------------------------------------------|-------------------------------|
| bbbbbbbasd asbbbbbb dffsdas das dfgas dasd | 25 | Feb 26,2018 | Feb 26,2018 | Accepted with minor changes | bbbbbbbasd asbbbbbb dffsdas das dfgas dasd | View Comments |

REGRETTED REVIEWERS

| NAME | REQUEST DATE | REGRETTED DATE | REVIEW ROUND |
|-------|--------------|----------------|--------------|
| empty | | | |

Waiting for Review ...

Last Decision: none

Editor Decision: Choose one [Save](#)

Upload attachment: [Choose File](#) No file chosen [Upload](#)

installation.txt 26-02-2018 [DELETE](#)

installation.txt 26-02-2018 [DELETE](#)

1 [View Comments](#)

2 You can take the Decline decision from here.

| Order | File Name | File Type | Upload Date | Status | Action |
|-------|------------------|------------------|-------------|-----------------|--------------------------|
| 1 | BC.xlsx | Copyright Letter | 22-02-2018 | | Download |
| 2 | 1.doc | Manuscript | 22-02-2018 | current version | Download |
| 3 | installation.txt | For Review | 26-02-2018 | | Download |

Open Chat

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Fig (11a)

Decline: When the EIC takes a “**Decline**” decision from the drop-down list, the Email page appears as shown in **Fig (11b)**. The EIC sends an e-mail to the author about the decision. After the “**Decline**” decision the manuscript proceeds to the same department for internal audit.

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Reviewer Portal >

EIC Portal >

HANDLING EDITOR

Dashboard

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Rejection Email to Author

BMS-CAR-2017-2677

Send To:

CC:

BCC:

Subject:

Body Text:

Formats - B I

You can upload the file by clicking on the "Choose File" button

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Upload attachment: No file chosen

Attachment Review Responses (PDF)

| Select | File Names | Date Uploaded | Uploaded By | Download |
|--------------------------|----------------------|---------------|-------------|------------------------------------|
| <input type="checkbox"/> | reviewform-10323.pdf | Feb 08, 2018 | beena Xolva | <input type="button" value="PDF"/> |

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Fig (11b)

7.4 Handling Editor Assignment

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

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

The Handling Editor Assignment tab is linked to three sections

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

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

Regretted Editor: It displays that the Handling Editor has declined the Handling Editor Assignment request.

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William Smith
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HANDLING EDITOR ASSIGNMENT

Summary Submission Files Review **Handling Editor Assignment** History Submission Notes

BMS-CAR-2018-68

Editors Assigned:

Handling Editor Assignment: **Add Editor**

Manuscript Submitted by: Name: Ghazala Khan
Email: happybee@abc.com

REQUESTED EDITORS

| Editor Name | Email | Date Assigned | Status | Action |
|-------------|-------|---------------|--------|--------|
|-------------|-------|---------------|--------|--------|

ACCEPTED EDITORS

| Editor Name | Email | Date Assigned | Status |
|-------------|-------|---------------|--------|
|-------------|-------|---------------|--------|

REGRETTE D EDITORS

| Editor Name | Email | Date Assigned | Status |
|----------------------|--------------------------|---------------|---------|
| Dr. Frederic Checler | checler@tsstipmc.cnrs.fr | Jan 27, 2018 | Decline |

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Fig (12)

On clicking the “**Add Editor**” button in **Fig (12)**, a list of all the editors appears on the dashboard as shown in **Fig (12a)**. The Handling Editor is assigned by clicking on the “**ASSIGN**” button as indicated by the red arrow.

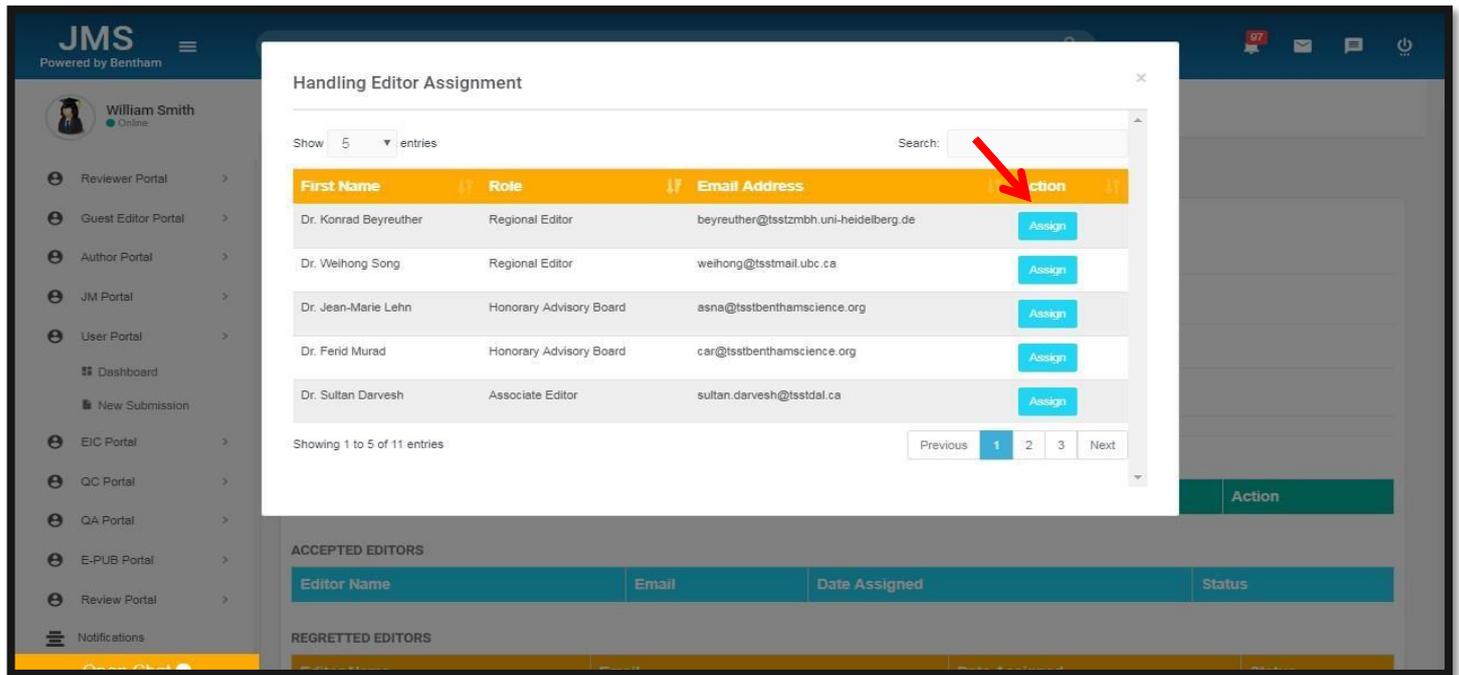


Fig (12a)

The **“Assign”** button opens an E-mail page as shown in Fig (12b), through which the EIC can send the email containing **“User ID”** and **“Password”** to the Handling Editor.

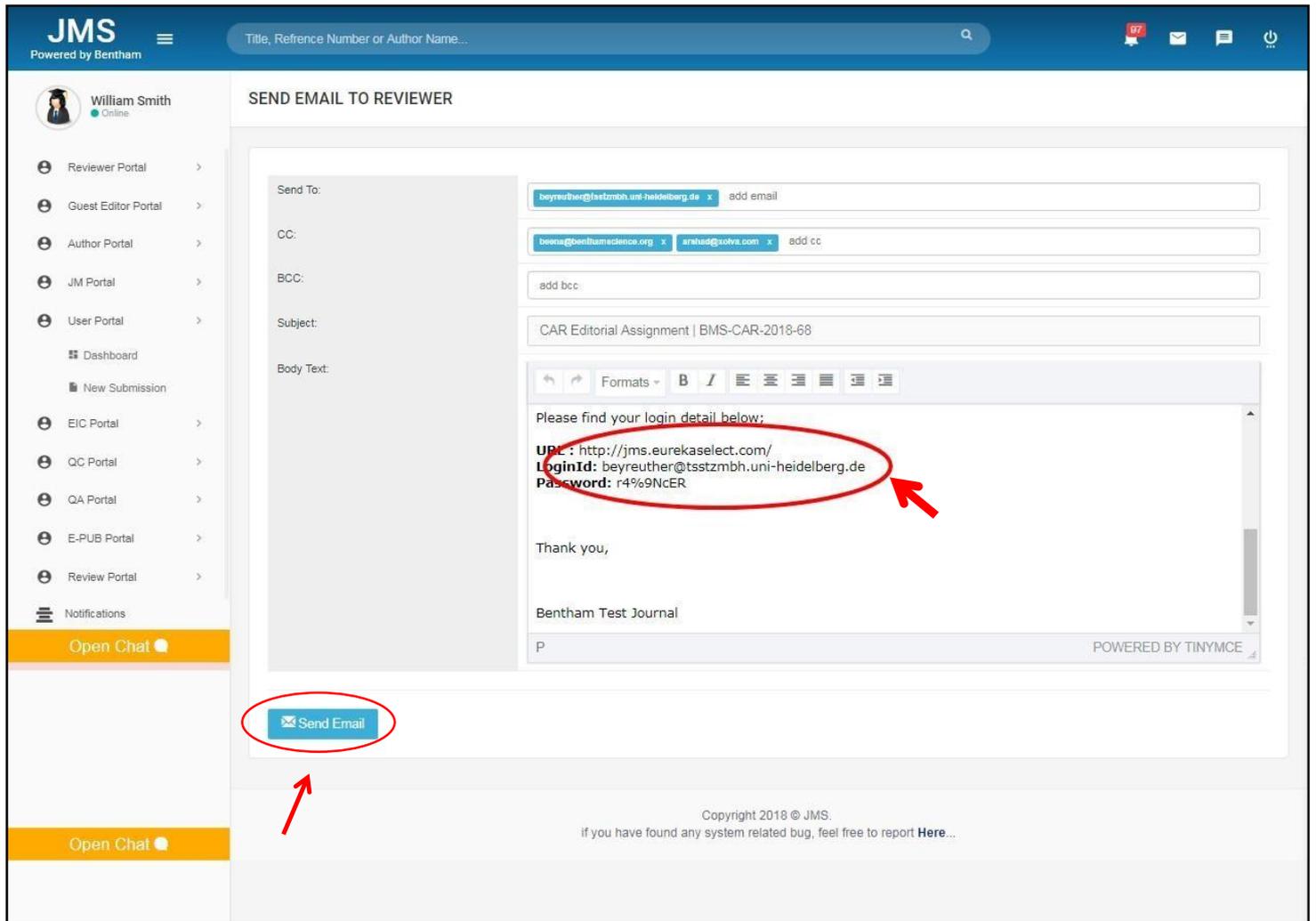


Fig (12b)

7.5 Peer Review Process

On the Manuscript details page in **Fig (9)**, clicking on the “Peer Review Process” tab opens the panel shown in **Fig (13a)**.

In this panel, the EIC can assign the review to any reviewer as shown in **Fig (13a)**.

In **Fig (13a)**,

- ① By clicking on the “**Reviewers**” button, the EIC can view all the reviewers as shown in **Fig (13a)**.
- ② By clicking on the “**EBM**” button in **Fig (13a)**, the list of EBMs appears as shown in **Fig (13b)**. The EIC can search for the assigned EBM by entering the Email in the search field in **Fig (13b)**, the reviewer appears as shown in **Fig (13c)** by clicking on the “**Already**

Assigned View History” button indicated by the arrow ‘①’ in **Fig (13c)** ; reviewers details appear on the same page as shown in **Fig (13c)**.

- ③ By clicking on the **“Assigned Reviewer”** button as shown in **Fig (13b)**, the list of assigned reviewers appears as shown in **Fig (13d)**; by clicking on the **“View History”** button in **Fig (13d)**, the reviewer’s history appears as shown in **Fig (13e)**.
- ④ By clicking on the **“Edit Icon”** as shown in **Fig (13a)**, the EIC can edit the reviewer’s details.
- ⑤ By placing the mouse (**not clicking**) over the icon  as shown in **Fig (13a)**, the reviewer’s affiliation appears.
- ⑥ By clicking on the **“Affiliation”** button as shown in **Fig (13a)**, the EIC can view the Reviewer’s details.
- ⑦ By clicking on the **“Assign”** button as shown in **Fig (13a)**, the EIC can assign the manuscript to the reviewers.
- ⑧ To post review comments, click on the **“Review Form”** button as shown in **Fig (13a)**.
- ⑨ To cancel the review process, click on the **“Cancel”** button as shown in **Fig (13a)**.
- ⑩ By clicking on the **“Send Reminder”** button as shown in **Fig (13a)**, the EIC can send the reminder via Email.
- ⑪ By clicking on the **“Confirm”** button as shown in **Fig (13a)**, the EIC can do the review on behalf of the reviewer.
- ⑫ To cancel the assigned reviewer, click on the **“Cancel”** button as shown in **Fig (13a)**.
- ⑬ The reviewer’s recommendation is shown in **“Reviewers comments received”** section as shown in **Fig (13a)**.
- ⑭ Clicking on the **“Comments”** button displays detailed comments on the manuscript as shown in **Fig (13a)**.
- ⑮ **“Regretted reviewers”** tab lists the names of reviewers who did not carry out the review.
- ⑯ By clicking on the **“Mark as Completed”** button, the review process is completed [**Fig (13f)**]

***Note:** Step “⑯” is a necessary step for Editorial decision.

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

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

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

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

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Peer Review Process

Summary | Submission Files | Review | Handling Editor Assignment | **Peer Review Process** | History | Submission Notes

BMS-CAR-2018-37

Reviewers | EBM's | Assigned Reviewers

Name/Email/Expertise search Reset

| Edit | First Name | Completed Reviews | Declined | Last Review Date | Email Address | H-Index | Expertise | Affiliation | Action |
|------|------------------------------|-------------------|----------|------------------|--------------------------------|---------------|-----------|-------------|--------|
| 1 | Dr. M Liaquat khan | 1 | 0 | 2017-06-23 | beena@dtwc.com | Univ Florence | 6 | Affiliation | Assign |
| 2 | Dr. Hera Alam | 1 | 0 | 2017-07-21 | hera@testingtosting.com | Pakistan | 5 | Affiliation | Assign |
| 3 | Dr. Sample user pharmacology | 1 | 0 | 2017-08-08 | bbb@testingce.org | 5 | | Affiliation | Assign |
| 4 | Dr. Azhar dfgdfgdf | 0 | 2 | -- | azhar@testingbenthamsience.com | 12 | | Affiliation | Assign |
| 5 | Dr. Hilal | 7 | 0 | 2018-02-08 | hilal@testingxolva.net | 12 | | Affiliation | Assign |
| 6 | Dr. Jalil ur rahman | 0 | 0 | -- | jallur123@testinggmail.com | 12 | | Affiliation | Assign |
| 7 | Dr. Duaba Hydri test | 0 | 0 | -- | duaba@testingabc.com | 5 | | Affiliation | Assign |
| 8 | Dr. Noreen Azhar | 0 | 0 | -- | noureen@testingabc.com | 12 | | Affiliation | Assign |
| 9 | Dr. Hilal | 0 | 0 | -- | hilal@testingbenthamsience.org | 5 | | Affiliation | Assign |
| 10 | Dr. Mariam | 3 | 0 | 2017-10-06 | mariam@testingbenthampen.com | 12 | | Affiliation | Assign |

1 2 3 4 >

cancel the review 9

REVIEWER'S COMMENTS AWAITED

| NAME | Total Days | H-INDEX | REQUEST DATE | UNDERWAY DATE | DUE DATE | CONFIRM DATE | ACTION |
|---------------|------------|---------|--------------|---------------|-------------|--------------|----------------------------------|
| sonia khan | 0 | 34 | Feb 20,2018 | Feb 20,2018 | Mar 07,2018 | Feb 20,2018 | Review Form Cancel Send Reminder |
| deen williams | 0 | 22 | Feb 20,2018 | Feb 20,2018 | -- | -- | Confirm Cancel Send Reminder |

8 10

Cancel the assigned reviewer 12

REVIEWER'S COMMENTS RECEIVED

| NAME | H-INDEX | CONFIRM DATE | COMPLETE DATE | RECOMMENDATION | SUBMITTED BY | COMMENTS |
|------------|---------|--------------|---------------|-----------------------------|---------------|----------|
| Aisha khan | 25 | Feb 20,2018 | Feb 20,2018 | Accepted with minor changes | William Smith | comments |

11 13 14

REGRETTED REVIEWERS

| NAME | REQUEST DATE | REGRETTED DATE | REVIEW ROUND |
|-----------|--------------|----------------|---------------|
| Ayaan Ali | Feb 20,2018 | Feb 20,2018 | User Declined |

15

Waiting for Review ...

Mark As Completed

Last Decision: none

16

Open Chat

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Fig (13a)

JMS Powered by Bentham

Search: Title, Reference Number or Author Name...

William Smith Online

ACTIVE REVIEWERS **Self Review**

Reviewers **EBMs** Assigned Reviewers

Search:

Show 5 entries

| First Name | Role | Completed Reviews | Declined | Last Review Date | Email Address | H-Index | Affiliation | Action |
|-------------------|--------------------------|-------------------|----------|------------------|--------------------------------------|---------|-------------|--------|
| Dr. Nigel Greig | Associate Editor | 0 | 0 | -- | greign@testingsstmvx.grc.nia.nih.gov | 12 | Affiliation | Assign |
| Dr. Martin Farlow | Associate Editor | 1 | 0 | 2018-01-22 | mfarlow@testingssttupui.edu | 12 | Affiliation | Assign |
| Dr. George Perry | Associate Editor | 0 | 0 | -- | perry2500@testingsstgmail.com | | Affiliation | Assign |
| Dr. A. Cuello | Editorial Advisory Board | 0 | 0 | -- | accuello@testingsstpharma.mcgill.ca | 34 | Affiliation | Assign |
| Dr. aisha khan | Editorial Advisory Board | 0 | 0 | -- | aisha@testingxolva.com | | Affiliation | Assign |

Showing 1 to 5 of 54 entries

REVIEWERS UNDERWAY

| NAME | Total Days | H-INDEX | REQUEST DATE | UNDERWAY DATE | DUE DATE | CONFIRM DATE | ACTION |
|---------------|------------|---------|--------------|---------------|--------------|--------------|----------------------------------|
| sonia khan | 0 | 34 | Feb 20, 2018 | Feb 20, 2018 | Mar 07, 2018 | Feb 20, 2018 | Review Form Cancel Send Reminder |
| deep williams | 0 | 22 | Feb 20, 2018 | Feb 20, 2018 | | | Confirm Cancel Send Reminder |

Fig (13b)

JMS Powered by Bentham

William Smith Online

Bengt Winblad (Reviewer History)

| S.No | Journal | Ref No. | H-Index | Status | Assigned on | Confirmed on | Completed on | Time Taken | Assigned by |
|------|---------|------------------------|---------|------------|-------------|--------------|--------------|------------|----------------|
| 1 | TOPAINJ | BMS-TOPAINJ-2018-HT1-1 | 34 | Not Accept | 16-02-2018 | -- | -- | -- | |
| 2 | CAR | BMS-CAR-2017-74 | 34 | Accept | 16-02-2018 | 16-02-2018 | 16-02-2018 | 2 Minutes | review manager |

Assigned manuscript

Search: bengt.winblad@testings

Show 5 entries

| First Name | Role | Completed Reviews | Declined | Last Review Date | Email Address | H-Index | Affiliation | Action |
|-------------------|--------------------------|-------------------|----------|------------------|-------------------------------|---------|-------------|-------------------------------|
| Dr. Bengt Winblad | Editorial Advisory Board | 1 | 0 | 2018-02-16 | bengt.winblad@testingsstki.se | 34 | Affiliation | Already Assigned View History |

Showing 1 to 1 of 1 entries (filtered from 54 total entries)

REVIEWERS UNDERWAY

| NAME | Total Days | H-INDEX | REQUEST DATE | UNDERWAY DATE | DUE DATE | CONFIRM DATE | ACTION |
|---------------|------------|---------|--------------|---------------|--------------|--------------|----------------------------------|
| sonia khan | 0 | 34 | Feb 20, 2018 | Feb 20, 2018 | Mar 07, 2018 | Feb 20, 2018 | Review Form Cancel Send Reminder |
| deep williams | 0 | 22 | Feb 20, 2018 | Feb 20, 2018 | | | Confirm Cancel Send Reminder |

Fig (13c)

JMS Powered by Bentham

Title, Reference Number or Author Name...

William Smith Online

EIC Portal

Notifications

Support

User Manuals

Open Chat

Assigned Reviewers

Summary Submission Files Review Handling Editor Assignment Peer Review Process History Submission Notes

BMS-CAR-2018-37

Name/Email/Expertise search Reset

| First Name | Completed Reviews | Declined | Last Review Date | Email Address | H-Index | Expertise | Affiliation | Action |
|---------------------|-------------------|----------|------------------|-------------------------------------------|---------|-----------|-------------|--------------|
| Dr. Mariam | 3 | 0 | 2017-10-06 | mariam@testingbenthamopen.com | 12 | Q | Affiliation | View History |
| Dr. Ambreen khan | 0 | 0 | -- | ambreen@testingbenthamsience.org | 12 | Q | Affiliation | View History |
| Dr. sana | 0 | 0 | -- | sana@testingbenthamopen.com | 12 | Q | Affiliation | View History |
| Dr. sadia Meer | 9 | 1 | 2018-02-08 | sadia@testingabc.com | 12 | Q | Affiliation | View History |
| Dr. hjkhj ghghf | 1 | 0 | 2017-09-13 | khjkhjkhjk@testingdsdgdg.com | 12 | Q | Affiliation | View History |
| Dr. Sultan Darvesh | 0 | 0 | -- | sultan.darvesh@testingsstdal.ca | 12 | Q | Affiliation | View History |
| Dr. Gad Marshall | 1 | 0 | 2018-01-22 | gamarshall@testingsstpartners.org | 12 | Q | Affiliation | View History |
| Dr. Lon Schneider | 0 | 0 | -- | lschneid@testingsstlusc.edu | 12 | Q | Affiliation | View History |
| Dr. Weihong Song | 1 | 0 | 2018-02-01 | weihong@testingsstexchange.ubc.ca | 12 | Q | Affiliation | View History |
| Dr. Agneta Nordberg | 0 | 0 | -- | ageneta.nordberg@testingsstneurotec.ki.se | 12 | Q | Affiliation | View History |

< 1 2 3 4 >

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Open Chat

Fig (13d)

Mariam (Reviewer History)

| S.No | Journal | Ref No. | H-Index | Status | Assigned on | Confirmed on | Completed on | Time Taken | Assigned by |
|------|---------|------------------------|---------|--------|-------------|--------------|--------------|------------|---------------|
| 1 | CAR | BMS-CAR-2018-37 | 12 | Accept | 20-02-2018 | 20-02-2018 | --- | --- | William Smith |
| 2 | CAR | JMS-CAR-2017-HT11-1530 | 12 | Accept | 29-08-2017 | 29-08-2017 | 29-08-2017 | 28 Seconds | |
| 3 | CAR | JMS-CAR-2017-1744 | 12 | Accept | 12-09-2017 | 12-09-2017 | 12-09-2017 | 1 Minute | |
| 4 | CAR | BMS-CAR-2017-HT28-2206 | 12 | Accept | 06-10-2017 | 06-10-2017 | 06-10-2017 | 29 Seconds | |

Assigned manuscript

Export History

Fig (13e)

BMS-CAR-2017-80

REVIEWERS UNDERWAY

| NAME | Total Days | H-INDEX | REQUEST DATE | UNDERWAY DATE | DUE DATE | CONFIRM DATE | ACTION |
|-------|------------|---------|--------------|---------------|----------|--------------|--------|
| empty | | | | | | | |

REVIEWERS RECEIVED COMMENTS

| NAME | H-INDEX | CONFIRM DATE | COMPLETE DATE | RECOMMENDATION | SUBMITTED BY | COMMENTS |
|------------|---------|--------------|---------------|-----------------------------|----------------|----------|
| sadia Meer | 25 | Dec 22,2017 | Dec 22,2017 | Accepted with major changes | review manager | comments |

REGRETTED REVIEWERS

| NAME | REQUEST DATE | REGRETTED DATE | REVIEW ROUND |
|-------|--------------|----------------|--------------|
| empty | | | |

Review Completed ✓

Last Decision:

- Resubmit for Review (William Smith) on Dec 22,2017
- Revision Required (William Smith) on Dec 22,2017
- Revision Required (William Smith) on Jan 12,2018

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Fig (13f)

On the EIC dashboard as shown in **Fig (2)**, by clicking on the **“Add Reviewer”** tab indicated by the red arrow ‘1’ on the left panel of the page in **Fig (2)**, **“Add New Reviewer”** panel appears as shown in **Fig (13g)**, on this panel a new reviewer can be added. Fill all the given fields and click on the **“Save and Continue”** button to add the reviewer as shown in **Fig (13g)**

The screenshot shows the JMS (Journal Management System) interface. The top header includes the JMS logo, a search bar, and notification icons. The left sidebar shows the user profile (William Smith) and a list of navigation options: Reviewer Portal, Guest Editor Portal, Author Portal, JM Portal, User Portal, EIC Portal, Dashboard, Add Reviewer (highlighted with a red arrow), E-PUB Portal, Notifications, Support, and User Manuals. The main content area is titled 'Add New Reviewer' and contains the following form fields:

- Journal : Select Journal
- Suffix: Mr.
- First Name: Enter first name...
- Last Name: Enter last name...
- Reviewer Email: Enter email address...
- Expertise : Enter field of expertise...
- H-Index : Enter H-Index...
- Affiliation: Enter affiliation...
- Country: Select Country
- Address: Enter address...

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save & Continue'.

Fig (13g)

7.6 History

By clicking on the history tab on **Fig (13a)**, all the event logs and emails log history appear as shown in **Fig (14)**.

JMS Powered by Bentham

Title, Reference Number or Author Name...

William Smith Online

EIC Portal

Notifications

Support

User Manuals

Manuscript Details

Summary Submission Files Review Handling Editor Assignment Peer Review Process **History** Submission Notes

BMS-CAR-2018-145

Event Log

| User | date | message |
|---------------|------------|------------------------------------------------------------------------|
| tooba Haider | 12-06-2018 | New Submission has been submitted by tooba Haider in this journal. |
| William Smith | 12-06-2018 | MANUSCRIPTS AWAITING FOR EIC APPROVAL |
| William Smith | 12-06-2018 | MANUSCRIPT DECLINE |
| William Smith | 12-06-2018 | MANUSCRIPTS IN QC |
| William Smith | 12-06-2018 | EIC Approval decision has been taken by William Smith in this journal. |
| William Smith | 12-06-2018 | EIC Initial Scopic APPROVED decision has been taken. |

zendesk chat

Chat with us

Type your message here

Email Log

| User | date | message |
|--------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| tooba Haider | 12-06-2018 | Reference#: BMS-CAR-2018-145 Submission Title: current drug target Dear Dr. Haider, Thank you for your submission to "Bentham Test Journal/CAR". It will be sent to the Editor in Chief for his approval, and once this is obtained for peer reviewing, on the |

Fig (14)

8. AWAITING EIC DECISION

By clicking on the EIC portal in **Fig (14)** indicated by red arrow '@', the EIC dashboard appears as shown in **Fig (15a)**. On the EIC dashboard, by clicking on the **"Awaiting EIC Decision"** in **Manuscripts (General topic)**, the page shown in **Fig (15b)** appears.

This section in **Fig (15b)** contains manuscripts that have passed from the “**Cross Verification**” and “**Review**” process and the EIC has to take a decision as follows.

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

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

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

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

JMS Powered by Bentham

Title, Reference Number or Author Name...

William Smith Online

Reviewer Portal
Guest Editor Portal
Author Portal
JM Portal
User Portal
EIC Portal
Dashboard
Add Review
QC Portal
QA Portal
E-PUB Portal
Review Portal
Notifications
Support
User Manuals

| | | | | |
|-----|-------------------|--------------|----------------------------------------|-------------------|
| CAR | JMS-CAR-2017-1105 | Jun 13, 2017 | Test Article by AZhar on 13 Jun - 2017 | EIC Initial Scope |
| CAR | JMS-CAR-2017-1232 | Aug 07, 2017 | First submission | EIC Initial Scope |
| CAR | JMS-CAR-2017-1258 | Aug 10, 2017 | sidra faisal | EIC Initial Scope |

1 2 3 4 5 6 7 8 9 >

| Manuscripts (General Topic) | Manuscripts (Thematic Issues) | In House Activities |
|---------------------------------|---------------------------------|-------------------------------|
| VIEW ALL MANUSCRIPTS 168 | VIEW ALL MANUSCRIPTS 109 | MANUSCRIPT IN QA 24 |
| EIC INITIAL APPROVAL 46 | ACCEPTED PROPOSALS 80 | PUBLISHED 34 |
| MANUSCRIPT IN QC 48 | MANUSCRIPT IN REVIEW 46 | ARCHIVES (AWAITING) 69 |
| MANUSCRIPT IN REVIEW 58 | AWAITING EIC DECISION 2 | ARCHIVED 90 |
| AWAITING EIC DECISION 10 | AWAITING FOR REVISION 3 | |
| AWAITING FOR REVISION 24 | EIC INITIAL APPROVAL 49 | |
| | MANUSCRIPT IN QC 23 | |

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Fig (15a)

JMS
Powered by Eureka
Title, Reference Number or Author Name...
🔔 🗨️ ⚙️

Beena Xolva
Online

- Reviewer Portal >
- User Portal >
- Dashboard
- New Submission
- EIC Portal >
- Handling Editor >
- Notifications
- Support
- User Manuals

Open Chat 🗨️

Manuscript Details

Summary
Submission Files
Review
Handling Editor Assignment
Peer Review Process
History
Submission Notes

BMS-CAR-2018-59

Submission Type: Research Article

Running Head:

Title: test sub. 17 April

Abstract: [View Abstract](#)

Keywords: hkhjkhk

Quick Track:

Submitted Date: 17 Apr,2018

Actual Submission Date: *

Actual Revision Date: *

Actual Acceptance Date: *

[Add](#)

Author Details

| First Name | Last Name | Field of Expertise | Email Address | Affiliations |
|------------|-----------|--------------------|--------------------------|--------------------------------------------------------------------------------------------|
| beena | ashdar | abc | beena@benthamscience.org | Details |

QC Decision

Verified (Green Zone) on 2018-04-17

REVIEWER'S COMMENTS AWAITED

| NAME | Total Days | H-INDEX | REQUEST DATE | UNDERWAY DATE | DUE DATE | CONFIRM DATE |
|-------|------------|---------|--------------|---------------|----------|--------------|
| empty | | | | | | |

REVIEWER'S COMMENTS RECEIVED

| NAME | H-INDEX | CONFIRM DATE | COMPLETE DATE | RECOMMENDATION | SUBMITTED BY | COMMENTS |
|--------------------------|---------|--------------|---------------|-----------------------------|----------------|--------------------------------------------------------------------------------------------------|
| Sample user pharmacology | 5 | Apr 17,2018 | Apr 17,2018 | Accepted with major changes | review manager | View Comments |

REGRETTED REVIEWERS

| NAME | REQUEST DATE | REGRETTED DATE | REVIEW ROUND |
|-------|--------------|----------------|--------------|
| empty | | | |

Review Completed ✓

Last Decision: Revision Required (William Smith)

Editor Decision:

Upload attachment:

[Save →](#)
[Upload](#)
[DELETE](#)

| Order | File Name | File Type | Upload Date | Status | Action |
|-------|-----------------------|------------------|-------------|-----------------|---------------------------------------------------------------------------------------------|
| 1 | _coverLetter (45).pdf | Copyright Letter | 17-04-2018 | | Download |
| 2 | 2.docx | Manuscript | 17-04-2018 | current version | Download |
| 3 | Application.docx | Rebuttal Letter | 17-04-2018 | current version | Download |

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Fig (15b)

JMS Powered by Bentham

Title, Reference Number or Author Name...

Beena Xolva Online

Rejection Email to Author

BMS-CAR-2018-23

Send To: add email

CC: add cc

BCC: add bcc

Subject: Decline Manuscript | BMS-CAR-2018-23

Body Text:

Formats - B / [Rich Text Editor Icons]

Upload attachment: No file chosen

If you want to upload a file then click on the "Choose file" button

POWERED BY TINYMCE

Attachment Review Responses (PDF)

| Select | File Names | Date Uploaded | Uploaded By | Download |
|-------------------------------------------|---------------------------------------------|---------------|-------------|----------|
| <input type="button" value="Send Email"/> | <input type="button" value="Cancel Email"/> | | | |

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Open Chat

Fig (15c)

9. AWAITING REVISION

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

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

The screenshot displays the JMS dashboard for user William Smith. The top navigation bar includes the JMS logo, a search bar, and notification icons. The left sidebar contains navigation options: EIC Portal, Dashboard, Add Reviewer, Notifications, Support, and User Manuals. The main content area features a table of manuscripts and a dashboard grid. The 'AWAITING REVISION' status in the 'Manuscripts (General Topic)' section is circled in red.

| Manuscripts (General Topic) | Manuscripts (Thematic Issues) | In House Activities |
|------------------------------|-------------------------------|-------------------------|
| EIC INITIAL APPROVAL: 88 | PENDING PROPOSALS: 30 | MANUSCRIPT IN QA: 1 |
| MANUSCRIPT IN QC: 38 | ACCEPTED PROPOSALS: 56 | PUBLISHED: 0 |
| MANUSCRIPT IN REVIEW: 53 | MANUSCRIPT IN REVIEW: 48 | ARCHIVES (AWAITING): 12 |
| AWAITING EIC DECISION: 18 | AWAITING EIC DECISION: 11 | ARCHIVED: 51 |
| AWAITING REVISION: 22 | AWAITING REVISION: 2 | |

Fig (16)

The screenshot shows the JMS dashboard interface. At the top, there is a header with the JMS logo, a search bar, and user profile information for William Smith. The left sidebar contains navigation options: EIC Portal, Notifications, Support (highlighted), and User Manuals. The main content area displays a table titled 'AWAITING REVISION' (circled in red). The table has columns for Reference Number, Date Submitted, Title, and Status. The table contains five entries, with the first two highlighted in yellow. Below the table, there is a pagination control showing 'Showing 1 to 5 of 21 entries' and buttons for 'Previous', '1', '2', '3', '4', '5', and 'Next'. At the bottom of the dashboard, there is a copyright notice for 2018 and a link to report a system bug.

| Reference Number | Date Submitted | Title | Status |
|--------------------|----------------|-----------------------------------------------------------------------|--------------------------|
| BMS-CAR-2018-38 | Apr 03,2018 | chornical extension of biotheressis | Review Revision Required |
| BMS-CAR-2018-60 | Mar 14,2018 | test | Review Revision Required |
| BMS-CAR-2018-62 | Mar 14,2018 | test | Review Revision Required |
| BMS-TOPAINJ-2018-1 | Jan 12,2018 | Palliative care satisfaction in pain control with invasive techniques | QC Revision Required |
| BMS-CAR-2018-11 | Jan 11,2018 | bentham | QC Revision Required |

Fig (16a)

10. SUPPORT

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

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

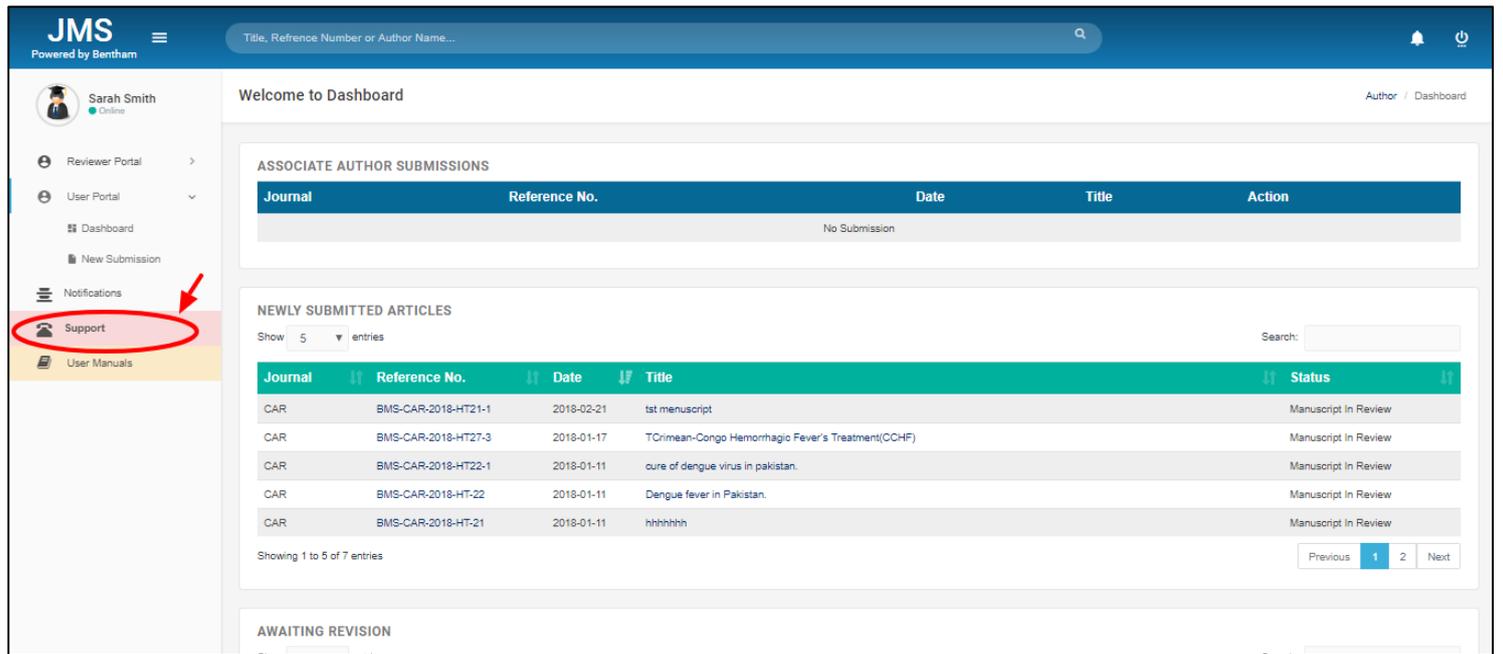


Fig (17)

10.1 Open a New Ticket

As shown in Fig (18).

- ① The desired “**Help Topic**” can be selected, which leads to “**Ticket Details**”.
- ② The details can be provided in the “**Ticket Details**” section.
 - ②.1 The file can be uploaded by clicking on the “**Choose file**” link or drag and drop the file.
- ③ The “**Reset**” button clears all the boxes and gives a reset option.
- ④ By clicking on the “**Create Ticket**” button, a new ticket is generated.
- ⑤ To cancel the ticket, click on the “**Cancel**” button.

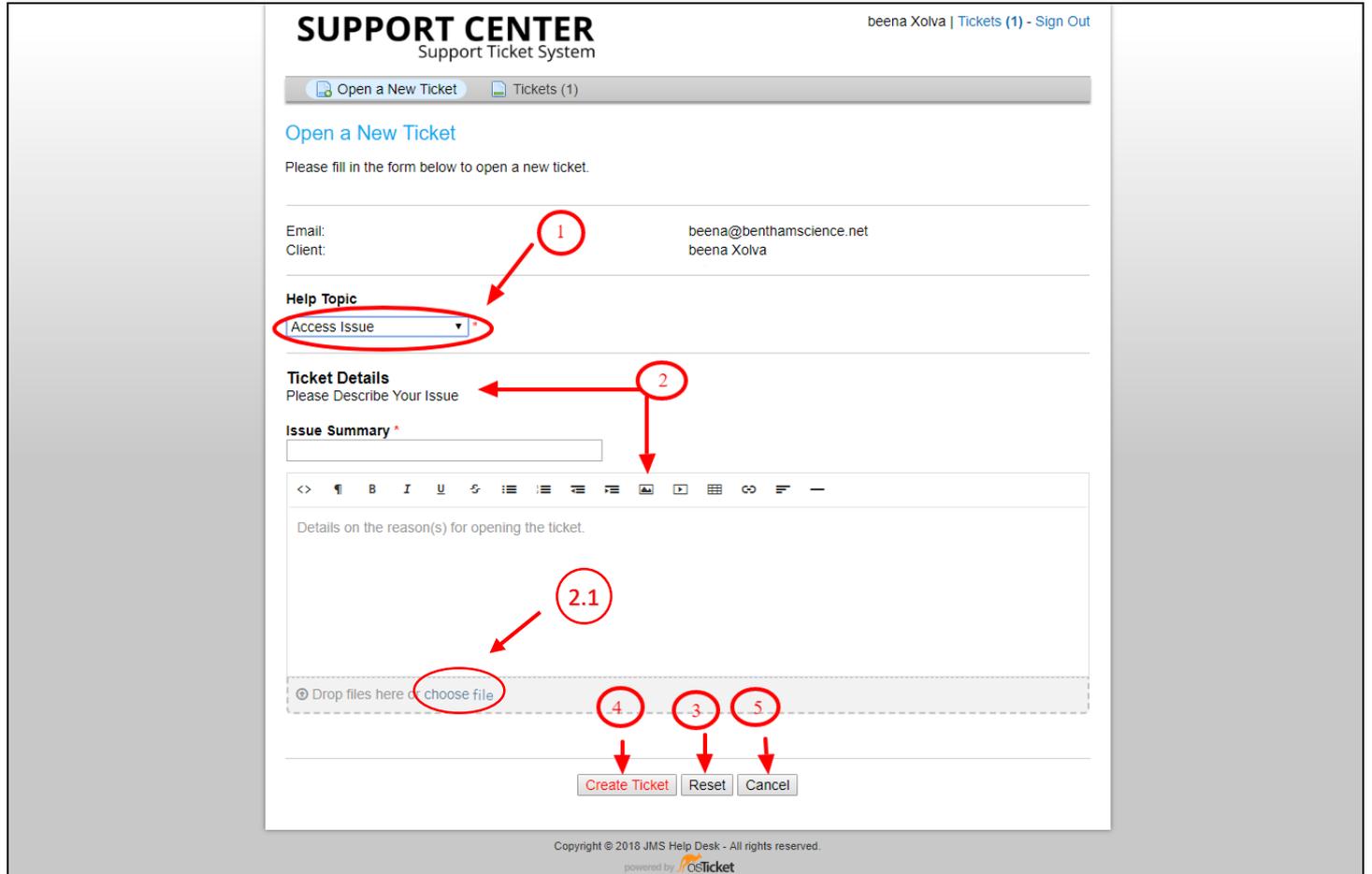


Fig (18)

By clicking on the **“Create Ticket”** button marked as ‘④’ in **Fig (18)**, the ticket panel appears in this section as shown in **Fig (19)**, which gives the following options

- ① View the ticket number.
- ② View the information about the ticket and user.
- ③ Send the reply.
- ④ Print the page by clicking on the **“Print”** button.
- ⑤ By clicking on the **“Edit”** button, the given details can be edited.

Closed Ticket: Closed ticket means that the team has resolved the issue related to the question.

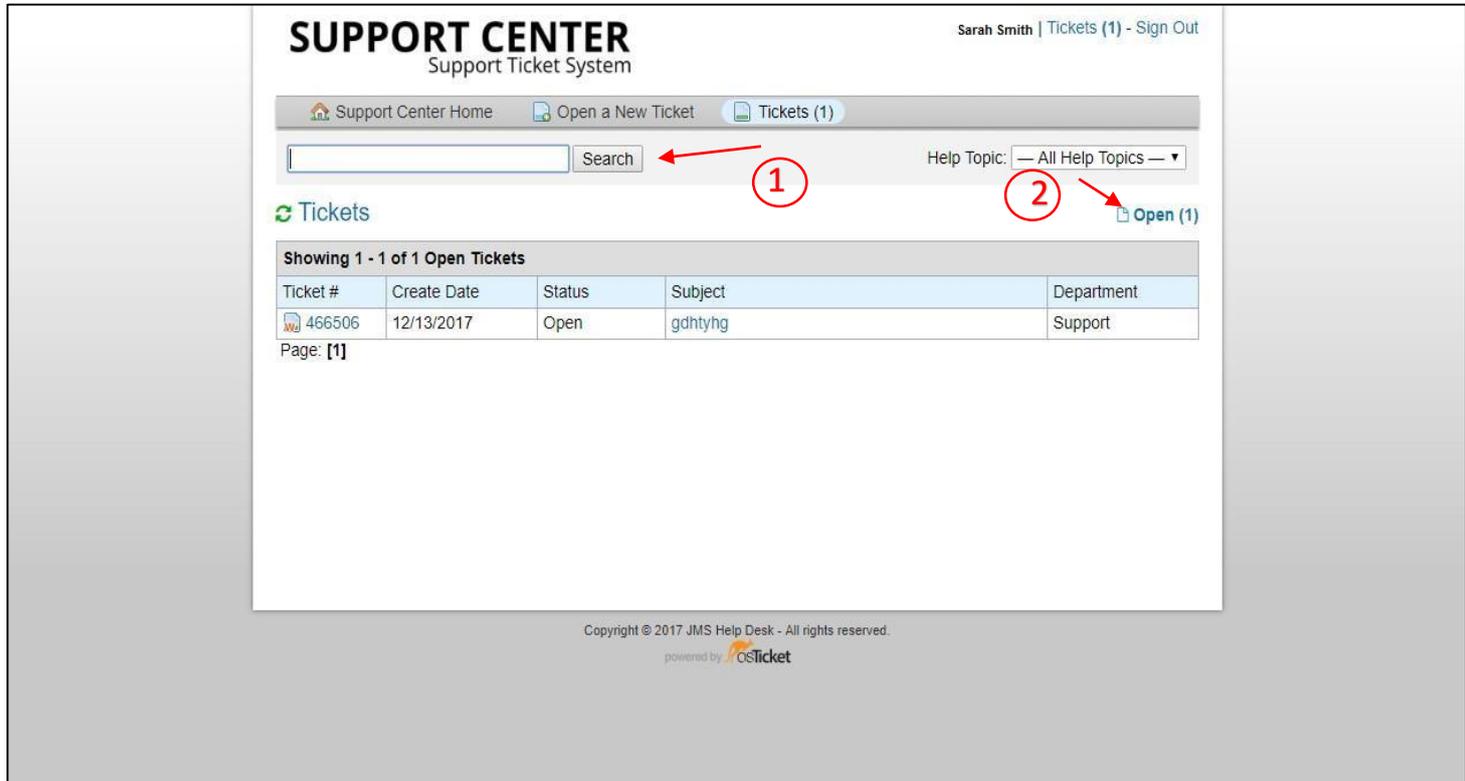


Fig (20a)

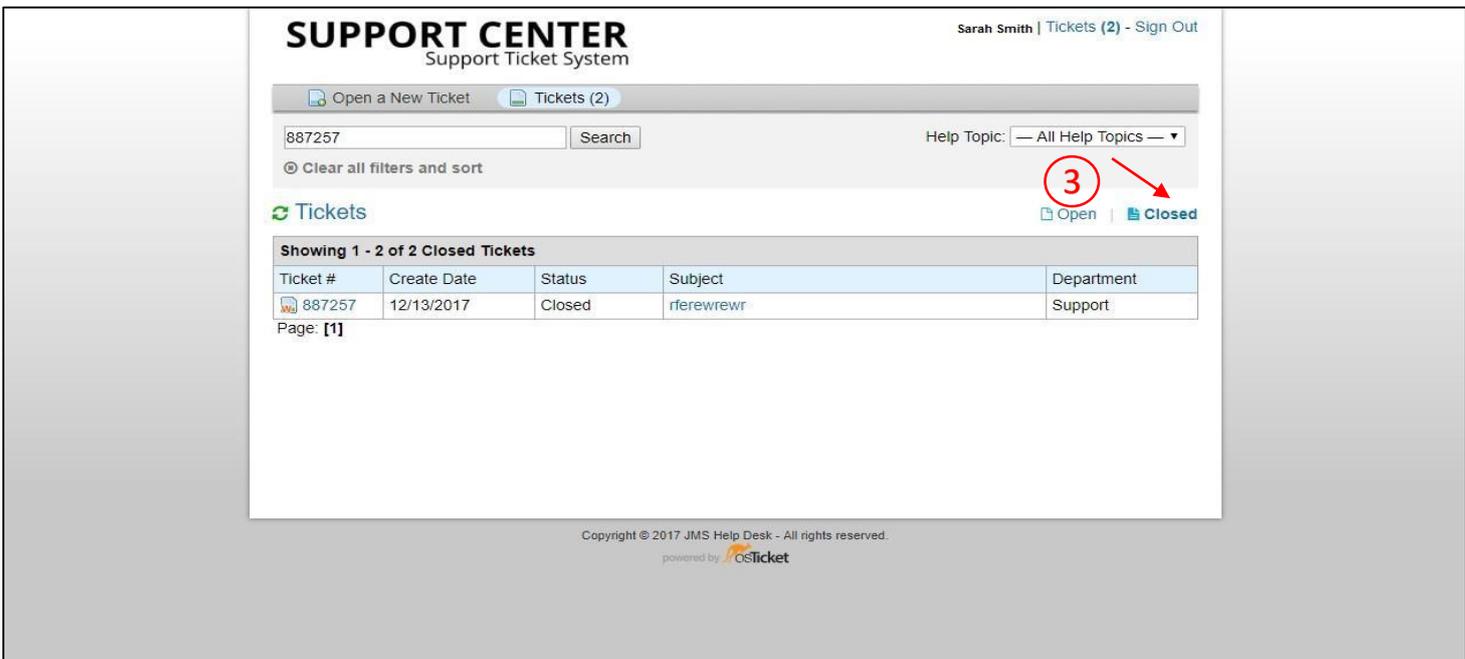


Fig (20b)