

# Elsevier Open Access Platform

**Fixed Quantity agreements** 

Overview guide



# Welcome

Welcome to Elsevier's Open Access Platform (EOAP). This guide is intended as a quick walkthrough of our platform.

You can find an FAQ page on our website at <a href="mailto:service.elsevier.com/app/home/supporthub/eoap/">service.elsevier.com/app/home/supporthub/eoap/</a>

#### In this guide

Requests	6-19
Managing Pending requests	
Approved requests tab	
Rejected Requests tab	
All requests tab	
Reporting	
Agreement dashboard	20-24
Overall view	
Institution view	
Monthly reports	25-27
Accessing the reports	



# Notification of a new APC request

When the Author completes their journey, an email is sent to the Librarian responsible for approving requests for the Institute the author has said they are affiliated to.

The email provides information on the request

#### Article Publication Charge is Awaiting You Approval



Mercury QTC Programme (ELS)
To ○ Mercury QTC Programme (ELS)



Dear Sir/Madam

You have a new Article Publishing Charge to approve for Tokyo Hospital

This where the Article Title will be shown Ms Braxton Kris S1404140016453341

To approve the request please access the Elsevier Open Access Platform

If you require assistance, please contact the Researcher Support Team using the Elsevier Open Access Platform Support Centre

Kind regards

Researcher Support

\*\*\* This is an automatically generated email, please do not reply \*\*\*

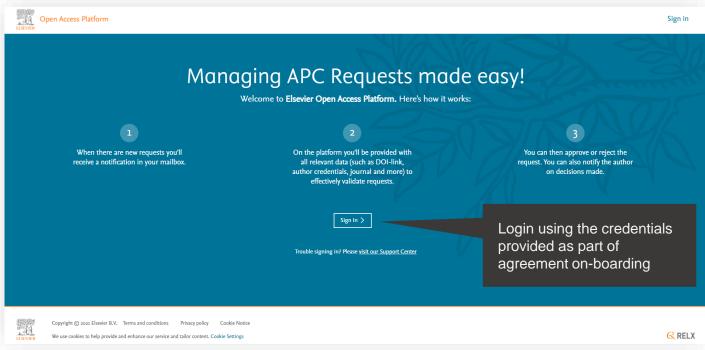
This email is for use by the intended recipient and contains information that may be confidential. If you are not the intended recipient, please notify the sender by return email and delete this email from your inbox. Any unauthori Unless explicitly designated as an intended e-contract, this email does not constitute a contract offer, a contract amendment, or an acceptance of a contract offer.

Librarians click on link to manage the request on the Elsevier Open Access Platform



#### The welcome screen

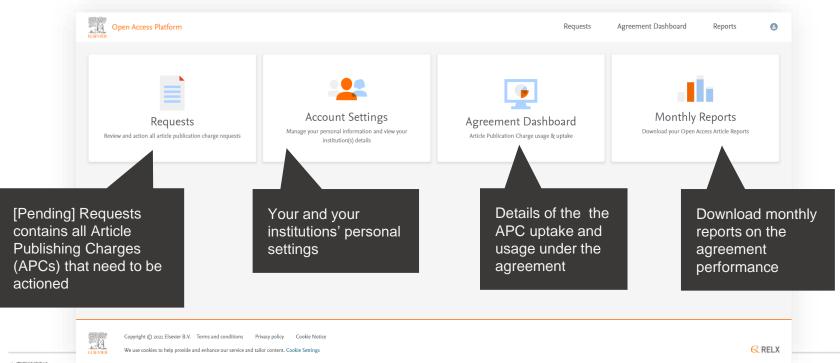
Sign in to the Elsevier Open Access Platform.





## The homepage

Click on the tiles to have access different areas of the platform.





# Requests

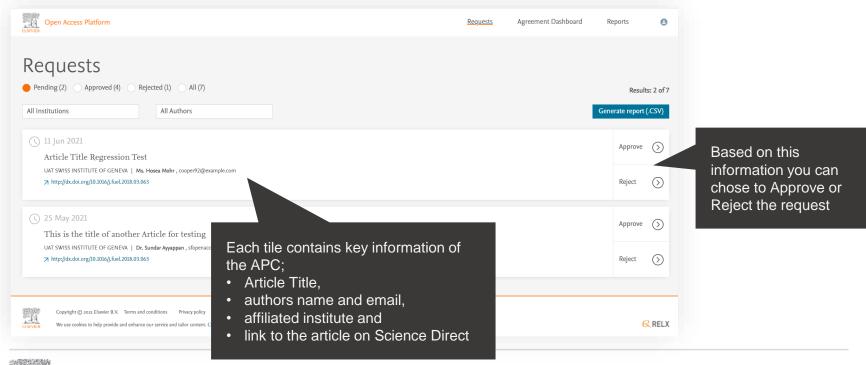
Managing your Article Publication Charges





### Pending requests tab

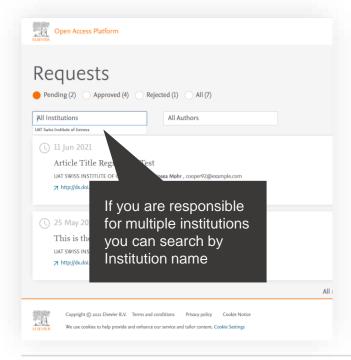
Contains all Article Publishing Charges (APCs) that need to be actioned.

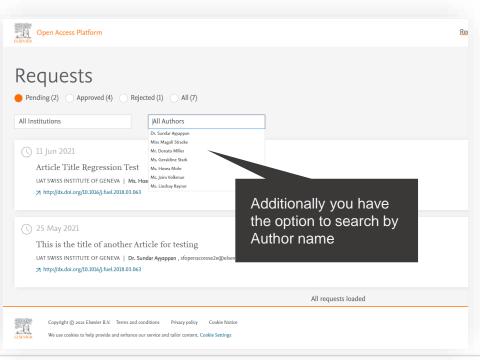




## Searching / Filtering

You can filter down a list of APCs to look for a particular one.

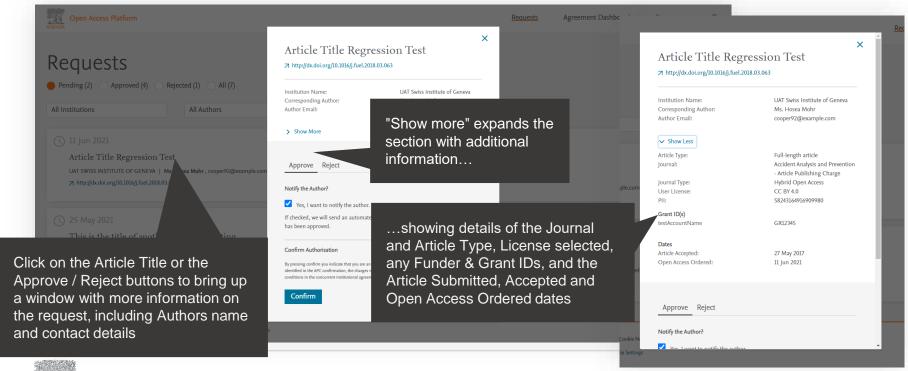






#### **APC** detail window

Displays full details of the APC request which allow you to Approve or Reject it.



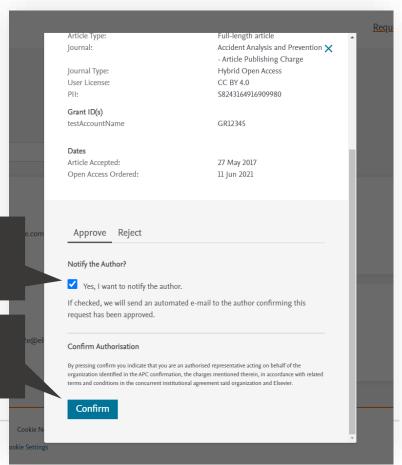


#### **APC** detail window

Approving an APC.

An email notification can be sent to the Author to advise request has been approved

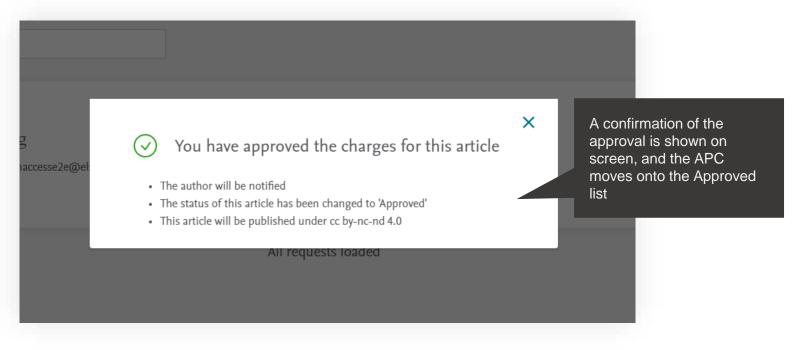
If you are happy to approve simply click the "Confirm" button





#### **APC** detail window

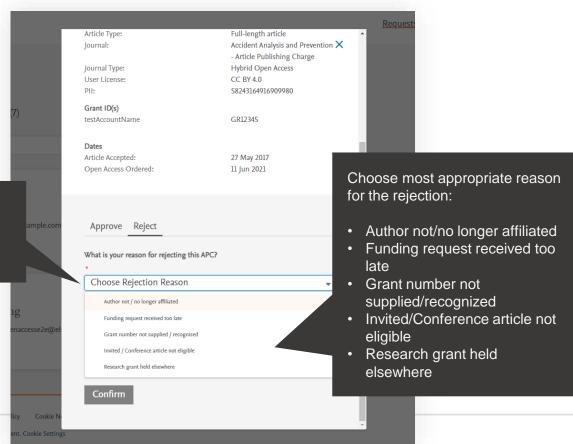
Approving an APC.





# APC detail window Rejecting an APC.

If you decide to Reject the request, you will need to select a reason from the drop-down list





### **Emails to authors - approval**

You can choose to notify an author of your decision, when you Reject or Approve an APC.



Dear < INSERT CORRESPONDING AUTHOR NAME>

We are pleased to confirm that <ENTER APPROVER NAME> of <ENTER INSTITUTE OR CONSORTIUM NAME> approved the funding of the Article Publishing Charge for <INSERT ARTICLE NAME>, Article Reference Number (PII) <INSERT PII>.

No further action is required from you.

Kind regards

Researcher Support

\*\*\* This is an automatically generated email, please do not reply \*\*\*

This email is for use by the intended recipient and contains information that may be confidential. If you are not the intended recipient, please notify the sender by return email and delete this email from your inbox. Unless explicitly designated as an intended e-contract, this email does not constitute a contract offer, a contract amendment, or an acceptance of a contract offer,

This is an example of the email template that will be sent if you selected to notify author of approval of the APC.

unlawful. Any price quotes contained in

Using this feature is optional



#### **Emails to authors - rejection**

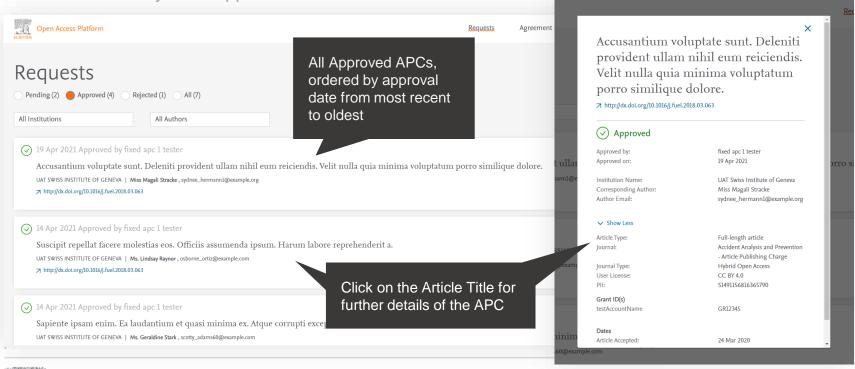
You can choose to notify an author of your decision, when you Reject or Approve an APC.

Article Publication Charge has been Rejected Mercury QTC Programme (ELS) This is an example of the email template that will be sent if you selected to notify author of rejection of the APC. Using this feature is optional Dear Ms Braxton Kris Approver 17 of Tokyo Hospital rejected the Article Publication Charge for your article titled This is where the Article Tile will be shown, Article Reference Number (PII) \$1404140016453341 The reason for rejection was Author not/no longer affiliated Please contact Tokyo Hospital directly if you have questions regarding their decision. Elsevier will allow seven days for you to discuss this with your institution before issuing you with an invoice to the address that you provided at submission. If the address needs to be amended, you need to advise of any VAT/Tax registration or exemption details, or if the rejection is reversed by your institution, please contact the Researcher Support Team using the Elsevier Open Access Platform Support Centre Kind regards Researcher Support \*\*\* This is an automatically generated email, please do not reply \*\*\* Unless explicitly designated as an intended e-contract, this email does not constitute a contract offer, a contract amendment, or an acceptance of a contract offer



### Approved requests tab

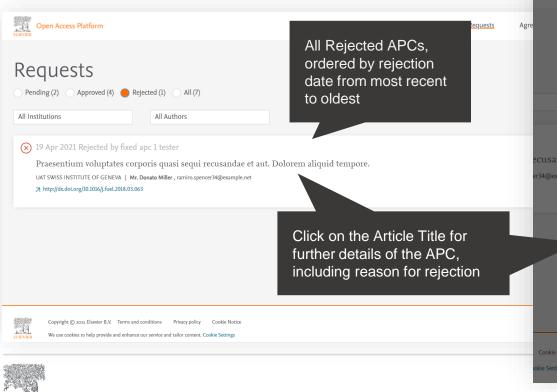
Shows a full history of all Approved APCs overtime.





### Rejected requests tab

Shows a full history of all Rejected APCs overtime.



If you reject the APC in error or subsequently decide to approve it, you can reverse a rejection

#### ← Undo Rejection

Praesentium voluptates corporis quasi sequi recusandae et aut. Dolorem aliquid tempore.

→ http://dx.doi.org/10.1016/j.fuel.2018.03.063



Rejected by: Rejected on: Reason for Rejection:

Reason for Rejection: funding request received too late

Institution Name: Corresponding Author: Author Email: UAT Swiss Institute of Geneva Mr. Donato Miller ramiro.spencer34@example.net

fixed apc 1 tester

19 Apr 2021

#### ✓ Show Less Article Type:

Journal:

Full-length article
Accident Analysis and Prevention
- Article Publishing Charge

Journal Type: User License: Hybrid Open Access CC BY 4.0 \$5811119116438391

Grant ID(s)

testAccountName

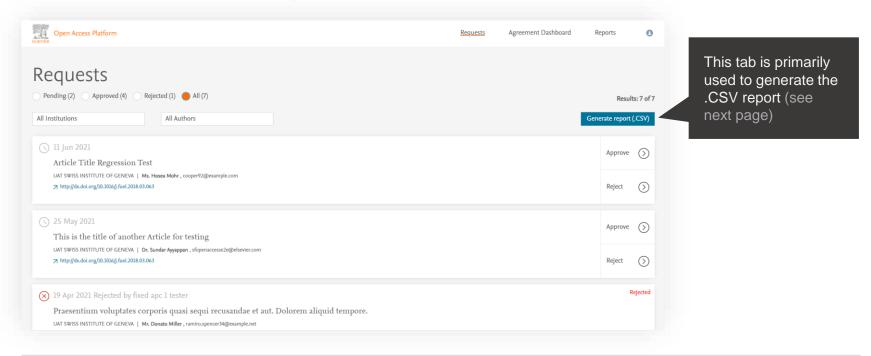
GR12345

Dates

Article Accepted: 24 Mar 2020 Open Access Ordered: 14 Apr 2021

### All requests tab

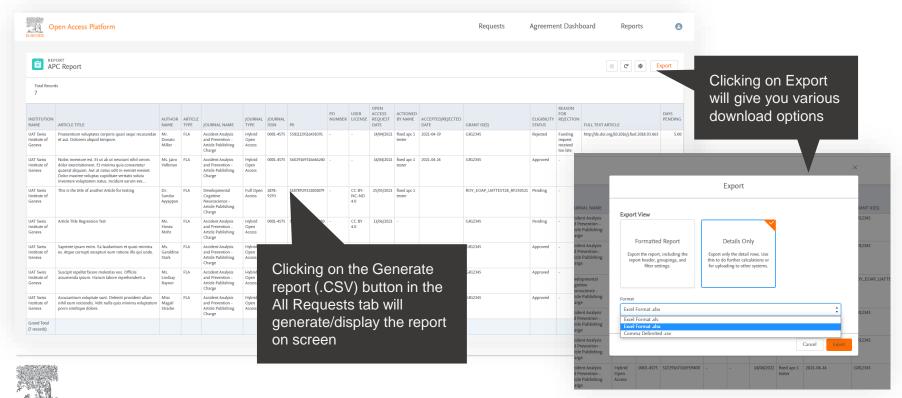
Shows a full history of all Pending, Approved and Rejected APCs overtime.





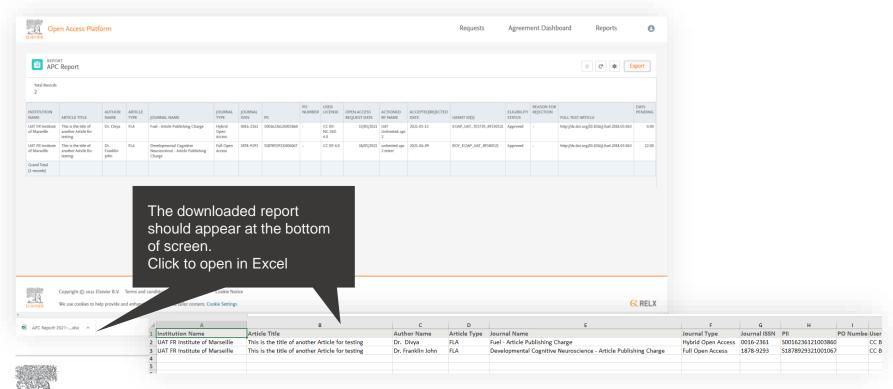
### Reporting

You can choose to view a .CSV report on screen or export / download it.



### Reporting

You can choose to view a .csv report on screen or export / download it.



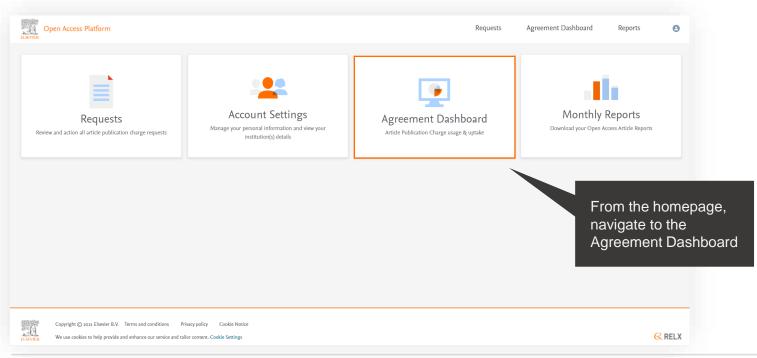
# Agreement dashboard

Visibility of the Article Publication Charge uptake and usage under the agreement



### **Agreement Dashboard**

Manage APC uptake and usage.

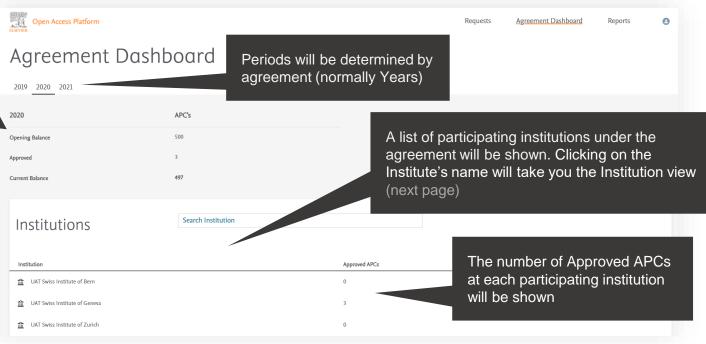




#### **Overall view**

View overall APC uptake and usage.

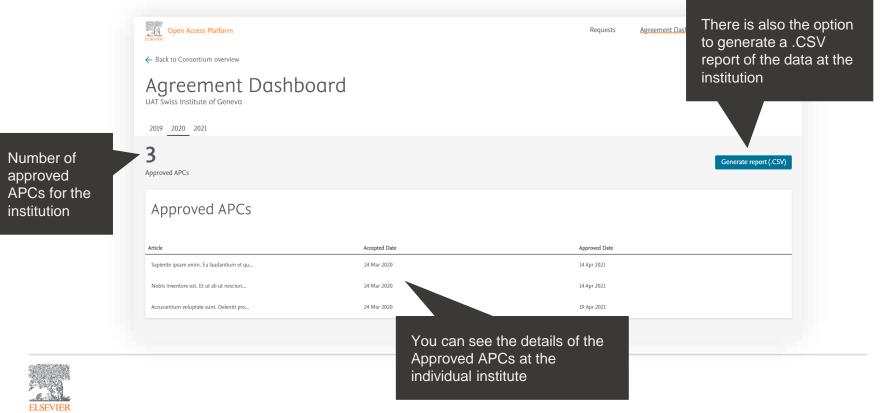
Fixed Quantity
APC
Agreements
show the
allocation of
APCs, number of
Approved APCs
and current
balance





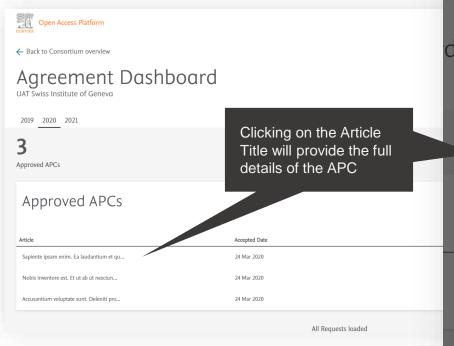
#### **Institution view**

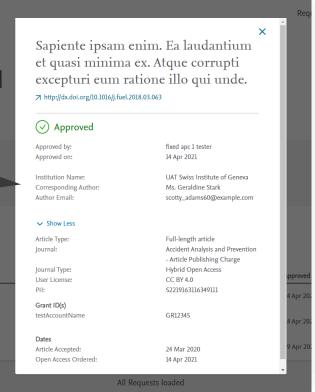
View the APC uptake and usage per institution.



#### **Institution view**

View the APC uptake and usage per institution.







# Monthly reports

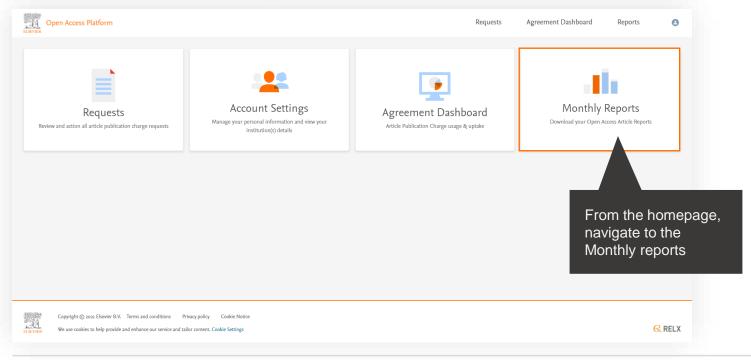
Every month, reports are made available that include details of all Open Access and Subscription Articles under the agreement





## **Monthly reports**

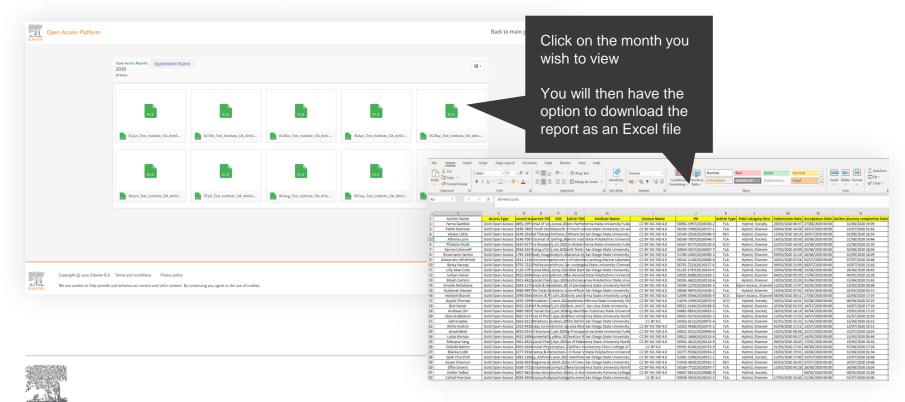
Detail the performance of the agreement and are made available on the platform every month.





### **Monthly reports**

Detail the performance of the agreement and are made available on the platform every month.



# Thank you



