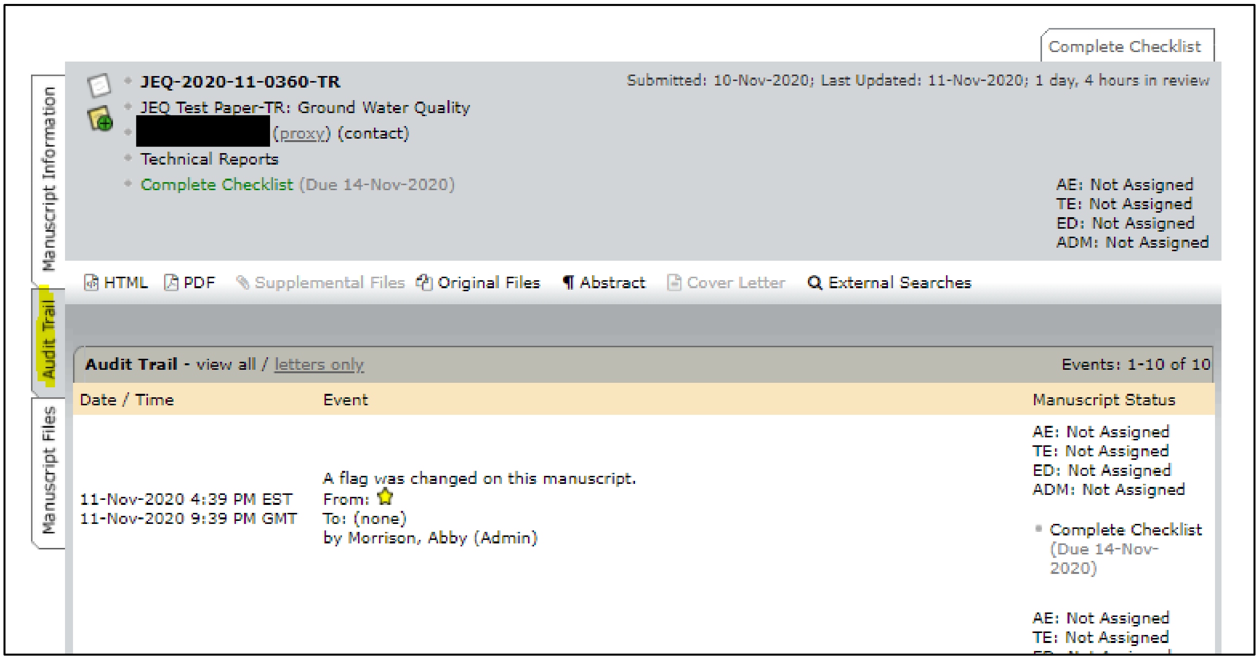
Audit Trail

The following is an overview of the Audit Trail Tab. The Audit Trail tab is one of two tabs that should always be available on every paper. You can find it on the left-hand side of the Manuscript Details page. For More information about the Manuscript Details page, please see the Navigating ScholarOne page.

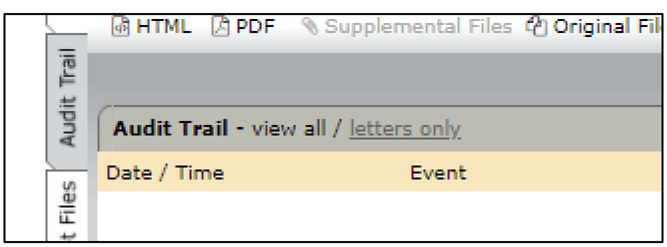


The main purpose of the Audit Trail is to document the progress of a manuscript, including all completed actions and all in-system communications.

Audit Trail

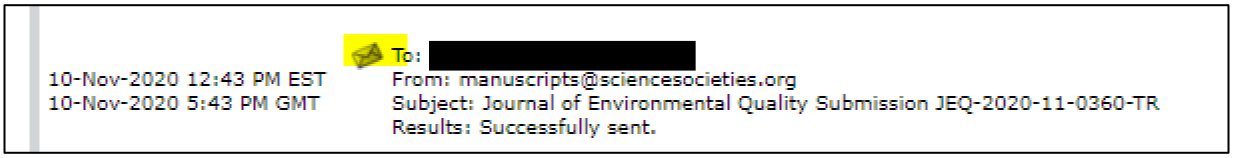
Within the Audit Trail, you will see rows for each email or action sent or taken on a manuscript. Each row will include the date the action was taken, a description of the action or details about the email, and, if applicable, a status update on the manuscript as a result of the action.

There are two views within the audit trail. The first is "view all." This view includes all actions that have been taken on a manuscript as well as the emails that have been sent. The second view is "letters only" and only shows the emails that have been sent. You can switch between them by clicking the links at the top of the audit trail section.

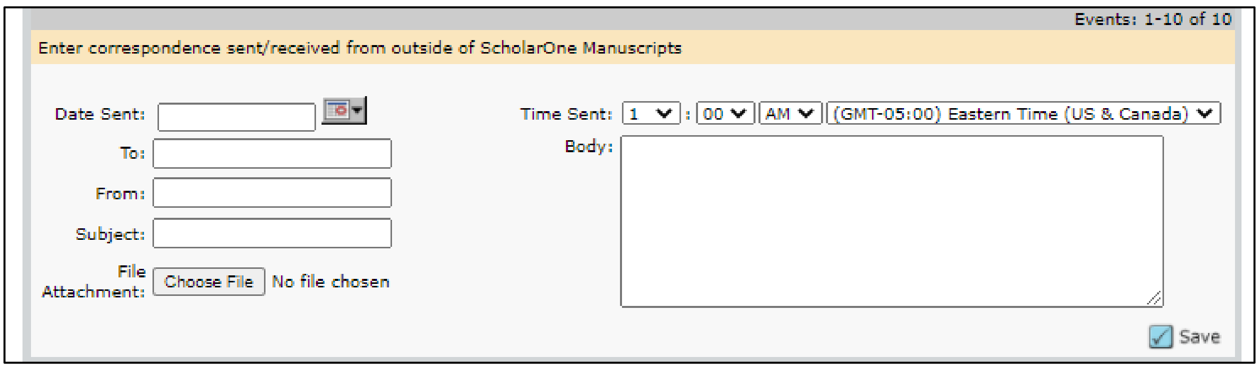


Adding Emails to the Audit Trail

From within the audit trail, you can view or forward any email that was previously sent for a paper. To do so, simply click the envelope icon next to the email. Once the email is open, you will see a button to forward the email.



If an email was sent outside of the ScholarOne system that you would like to include within the official manuscript record, you may add it via the bottom section of the audit trail, where it says “Enter correspondence sent/received from outside of ScholarOne Manuscripts.” Simply fill in the required information and hit “save.” You can then check the audit trail to confirm that it saved.



Notes

If you would like to enter something into the official ScholarOne record that is not an email, you may do so using the notes section. Notes can be accessed from the audit trail, manuscript files tab, or the manuscript information tab.

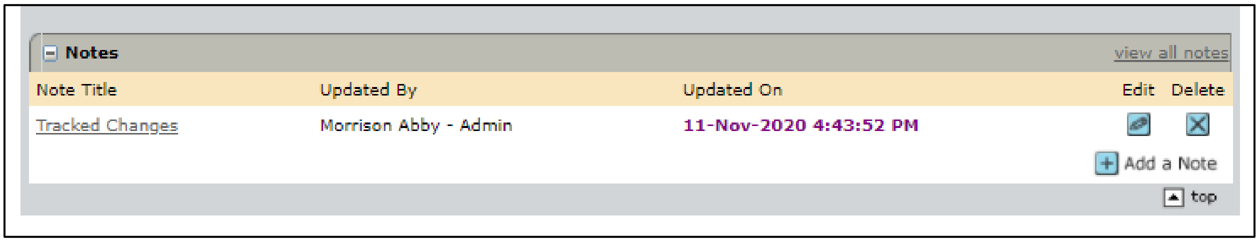
Common examples of notes include:

- Tracked changes or response to reviewer documents for new submissions (typically entered by admins on submission)
- Additional documentation for or about the manuscript

To add a new note, click the “Add a Note” button. Give the note a title, fill in the comments field as desired, and attach any relevant documents. To add multiple documents, just make sure to hit “attach” between files. When the note is complete, hit “Save.”

To view a note, simply click the note’s name in the list. You may also delete or edit it from this section by using the appropriate buttons.

If a paper has a note, you will see a yellow paper icon with a purple star on it at the top of the manuscript details.



Troubleshooting

If you cannot find something in the audit trail, first try switching between views. If this does not work, it is possible that the email was not sent or the action was not completed. Please verify that the action was completed. If you need additional help verifying any actions taken, please contact headquarters staff at manuscripts@sciencesocieties.org. Be sure to include:

- The manuscript id
- What you are trying to find
- Any troubleshooting efforts you have already completed
- Any other relevant information or documents