Help with FastTrack Workflow (PDF)

## **Submissions:**

- Show published documents
- Show archived submissions
- Show invitations
- Show delegations and associate/guest editors

## **Users:**

- Add/edit reviewers
- Add/edit subeditors
- Email users

## **Statistics:**

- 567 total submissions in 4 years and 9 months: 9.7 submissions/month, 118.2 submissions/year
- 80 accepted submissions (14% acceptance rate)
- 562 reviews: 53 (9%) pending, 429 (76%) completed, 35 (6%) expired, 45 (8%) declined
- 13.3 average days in review

## **Databases:**

- Show Reviewer Information
- Export Submission Information to Excel
- Export Review Information to Excel