

How to get the most out of your Elsevier Open Access Platform (EOAP) Institution Dashboard

Empowering
Knowledge™



Making it easier to work with us

Open Access: Institution Dashboard

At Elsevier we are always looking for ways to make your work easier.

In this document, we show how the EOAP allows you to easily manage your institution's APCs so you have all the information in one place.



3 Steps to your Elsevier Open Access Platform

1. Accessing your Open Access Platform
2. Managing your Platform
3. How we support you



3 Steps to your Elsevier Open Access Platform

1. **Accessing your Open Access Platform**
2. Managing your Platform
3. How we support you



Step 1: Accessing your Open Access Platform

When an author completes the Rights and Access Form, an email notification is sent to you with a link to the Elsevier Open Access Platform (EOAP)



ELSEVIER

Dear Sir/Madam,

You have a new Article Publishing Charge to approve for **University of Manchester**,

'Effects of lateral swirl combustion chamber geometries on the combustion and emission characteristics of DI diesel engines and a matching method for the combustion chamber geometry'

Dr Kayleigh Dach

S2011155716425390


To approve the request please access the Elsevier Open Access Platform: <https://open-access-portal.qtc.tio.systems/>

If you require assistance, please contact the Researcher Support Team using the [Elsevier Open Access Platform Support Centre](#)

Kind regards

Researcher Support

Step 1: Accessing your Open Access Platform



Open Access Platform

Sign in

The main benefits when using the platform are:

Managing APC requests made easy!


Welcome to Elsevier Open Access Platform. Here's how it works:

- 1 When there are new requests You'll receive a notification in your mailbox.
- 2 On the platform you'll be provided with all relevant data (such as DOI-link, author credentials, funding ID and more) to effectively validate requests.
- 3 You can then accept or reject the request. You can also notify the author on decisions made.

[Sign in >](#)

Trouble signing in? Please [visit our Support Center](#)

To access your Platform, click on the "Sign In" icon




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We use cookies to help provide and enhance our service and tailor content. By continuing you agree to the use of cookies.

RELX Group™

When an institutional agreement is set up, you are provided with a user name and login credentials

On receipt of the request to approve the APC, you log in to the Portal using that institutional email and the password provided by Elsevier



Sign in

Enter your password to sign in to Elsevier Open Access Platform v2

Email
sample@institution.org

Password


[Forgot password?](#)


☐ Stay signed in (not recommended for shared devices)

[Sign in](#)

[Sign in with a different account](#)


Step 1: Accessing your Open Access Platform

 Open Access Platform ? TE



Requests

Review and action all Article Publication Charge requests



Account settings

Once you have logged in you are taken to the Home Page

Click on the 'Requests' icon to review all the submissions that require your attention

3 Steps to your Elsevier Open Access Platform

1. Accessing your Open Access Platform
- 2. Managing your Platform**
 - Approving Requests
 - Rejecting Requests
 - Viewing Historical Requests
 - Generating a Report
 - Account Settings
3. How we can support you



Step 2.1: Managing your Platform - Approving Requests

Your Open Access Platform allows you to manage any APCs

The Requests screen shows all Pending requests; these require your approval or rejection

Filter by Approved or Rejected requests, or view All requests on one screen

Open Access Platform

Requests

☒ Pending (2) ☐ Approved (9) ☐ Rejected (5) ☐ All (16)

Showing 2 of 16

All institutions All authors [Generate report \(.csv\)](#)

Feb 26, 2020 Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum sed ut bea... UNIVERSITY OF CENTRAL FUNDING Ms. Tate Collins, a.korala@elsevier.com http://dx.doi.org/10.1016/j.fuel.2018.03.063	Approve > Reject >
Feb 26, 2020 Cum deleniti enim fugiat tempora quas quos quas. Voluptatum eligendi ab qui. Quas temporibus volupt... UNIVERSITY OF CENTRAL FUNDING Dr. Caesar Farrell, a.korala@elsevier.com http://dx.doi.org/10.1016/j.fuel.2018.03.063	Approve > Reject >

Step 2.1: Managing your Platform - Approving Requests

If you manage multiple institutions, filter for specific institutions using the 'All institutions' drop-down menu

To sort by author, use the 'All authors' drop-down menu

Open Access Platform

Requests

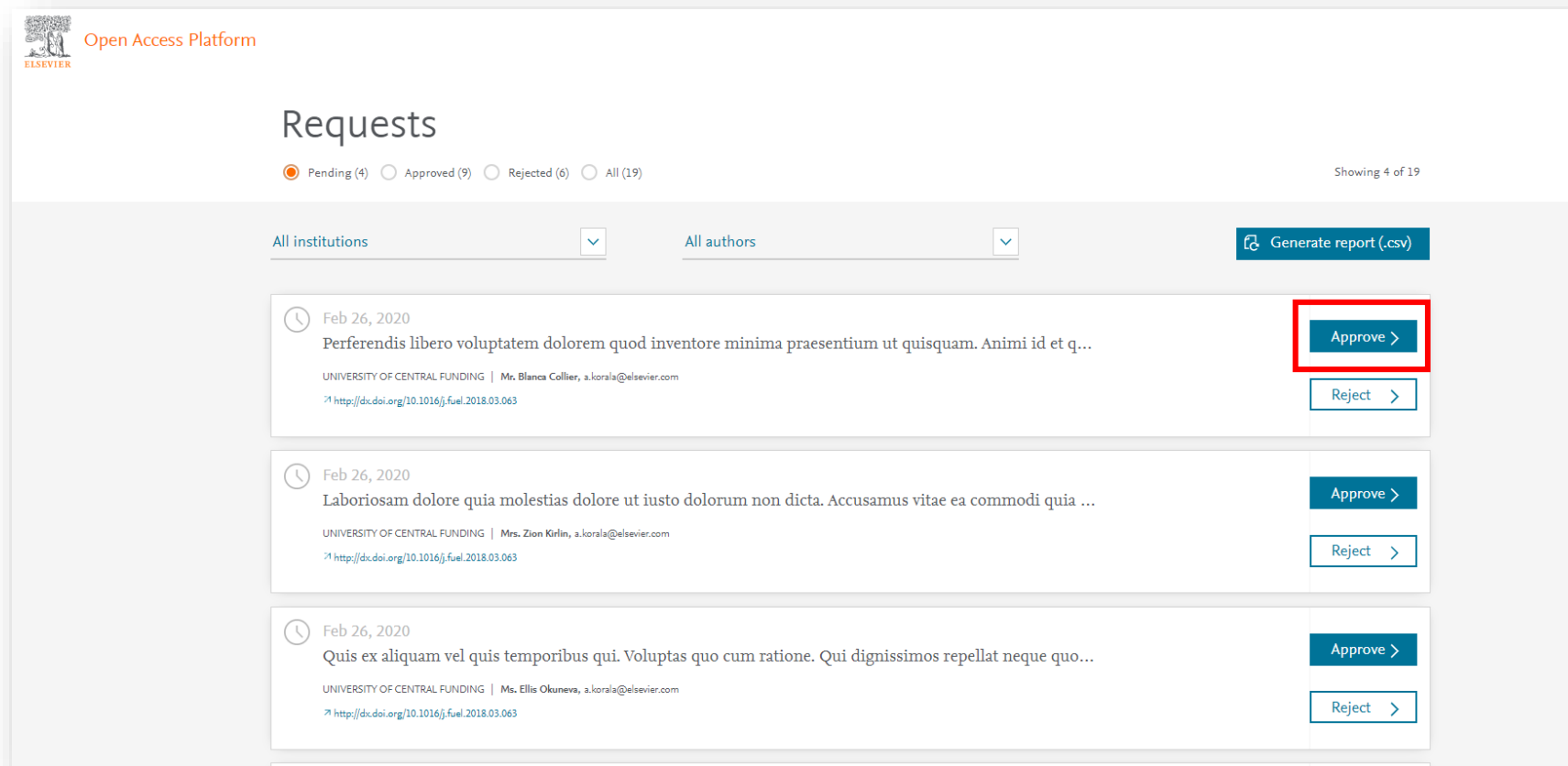
☒ Pending (2) ☐ Approved (9) ☐ Rejected (5) ☐ All (16)

Showing 2 of 16

All institutions All authors

	Feb 26, 2020	Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum sed ut bea...	<input type="button" value="Approve >"/>
		UNIVERSITY OF CENTRAL FUNDING Ms. Tate Collins, a.korala@elsevier.com	<input type="button" value="Reject >"/>
		http://dx.doi.org/10.1016/j.fuel.2018.03.063	
	Feb 26, 2020	Cum deleniti enim fugiat tempora quas quos quas. Voluptatum eligendi ab qui. Quas temporibus volupt...	<input type="button" value="Approve >"/>
		UNIVERSITY OF CENTRAL FUNDING Dr. Caesar Farrell, a.korala@elsevier.com	<input type="button" value="Reject >"/>
		http://dx.doi.org/10.1016/j.fuel.2018.03.063	

Step 2.1: Managing your Platform - Approving Requests






Open Access Platform

Requests

☒ Pending (4) ☐ Approved (9) ☐ Rejected (6) ☐ All (19) Showing 4 of 19

All institutions All authors [Generate report \(.csv\)](#)

 Feb 26, 2020	Perferendis libero voluptatem dolorem quod inventore minima praesentium ut quisquam. Animi id et q...	Approve >
	UNIVERSITY OF CENTRAL FUNDING Mr. Blanca Collier, a.korala@elsevier.com	Reject >
	http://dx.doi.org/10.1016/j.fuel.2018.03.063	
 Feb 26, 2020	Laboriosam dolore quia molestias dolore ut iusto dolorum non dicta. Accusamus vitae ea commodi quia ...	Approve >
	UNIVERSITY OF CENTRAL FUNDING Mrs. Zion Kirlin, a.korala@elsevier.com	Reject >
	http://dx.doi.org/10.1016/j.fuel.2018.03.063	
 Feb 26, 2020	Quis ex aliquam vel quis temporibus qui. Voluptas quo cum ratione. Qui dignissimos repellat neque quo...	Approve >
	UNIVERSITY OF CENTRAL FUNDING Ms. Ellis Okuneva, a.korala@elsevier.com	Reject >
	http://dx.doi.org/10.1016/j.fuel.2018.03.063	

The APC request shows the detail of the APC including:

- Ordered date
- Link to the full text article
- Author and institution details

You have the option to Approve or Reject the APC request

To approve a request, click on 'Approve'

Step 2.1: Managing your Platform - Approving Requests

The screenshot displays a web interface for managing requests. On the left, a 'Requests' panel shows a list of pending requests (4) with filters for 'All institutions' and 'All authors'. The first request is dated Feb 26, 2020, and is from the University of Central Funding, Mr. Blanca Collier. The second request is also dated Feb 26, 2020, and is from Mrs. Zion Kirlin. The third request is dated Feb 26, 2020, and is from Quis ex aliquam vel quis temporibus qui. On the right, a detailed information panel for the first request is shown. It includes the article title 'Perferendis libero voluptatem dolorem quod inventore minima praesentium ut quisquam. Animi id et quo ex enim voluptatem. Et dolore eius. Tenetur id quasi eum quis.', a link to the full text article, and a table of details including Institution, Corresponding Author, Article Type, Journal, Journal Type, User Licence, PII, Article Submitted date, Article Accepted date, and Open Access Ordered date. A 'Show less' button is highlighted with a red box, and 'Approve' and 'Reject' buttons are at the bottom.

Requests

Pending (4) Approved (9) Rejected (6) All (19)

All institutions All authors

Feb 26, 2020
Perferendis libero voluptatem dolorem quod inventore minima praesentium ut quisquam. Animi id et quo ex enim voluptatem. Et dolore eius. Tenetur id quasi eum quis.
UNIVERSITY OF CENTRAL FUNDING | Mr. Blanca Collier, a.korala@elsevier.com
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Feb 26, 2020
Laboriosam dolore quia molestias dolore ut iusto dolorum non dicta. Accusamus vitae ea commodi qui consequatur.
UNIVERSITY OF CENTRAL FUNDING | Mrs. Zion Kirlin, a.korala@elsevier.com
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Feb 26, 2020
Quis ex aliquam vel quis temporibus qui. Voluptas quo cum ratione. Qui dignissimos repellat neque eum.

Perferendis libero voluptatem dolorem quod inventore minima praesentium ut quisquam. Animi id et quo ex enim voluptatem. Et dolore eius. Tenetur id quasi eum quis.
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Institution:	University of Central funding
Corresponding Author:	Mr. Blanca Collier
Author Email:	a.korala@elsevier.com
Article Type:	Full-length article
Journal:	Acta Biomaterialia - Article Publishing Charge
Journal Type:	Hybrid Open Access
User Licence:	CC BY 4.0
PII:	S7375190216141684
Article Submitted:	Feb 1, 2019
Article Accepted:	May 27, 2017
Open Access Ordered:	Feb 26, 2020

Show less

Approve Reject

The information panel that appears to the right shows further details of the APC including:

- Link to the full text article
- Author and institution details
- Article type
- Journal details
- User licence
- Article Reference Number (PII)
- Article Submission Date
- Article Accepted Date
- Open Access Ordered Date

You can reduce the view by clicking on 'Show less'

Step 2.1: Managing your Platform - Approving Requests

Requests

Pending (4)

Approved (9)

Rejected (6)

All (19)

All institutions

All authors

Feb 26, 2020

Perferendis libero voluptatem dolore quod inventore minima praesentium ut quisquam. Animi id et quo ex enim voluptatem. Et dolore eius. Tenetur id quasi eum quis.

UNIVERSITY OF CENTRAL FUNDING | Mr. Blanca Collier, a.korala@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Feb 26, 2020

Laboriosam dolore quia molestias dolore ut iusto dolorum non dicta. Accusamus vitae ea commodi quod.

UNIVERSITY OF CENTRAL FUNDING | Mrs. Zion Kirfin, a.korala@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Feb 26, 2020

Quis ex aliquam vel quis temporibus qui. Voluptas quo cum ratione. Qui dignissimos repellat neque et.

UNIVERSITY OF CENTRAL FUNDING | Ms. Ellis Okuneva, a.korala@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Feb 26, 2020

Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum sed ut.

UNIVERSITY OF CENTRAL FUNDING | Ms. Tate Collins, a.korala@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

No requests to display

Perferendis libero voluptatem dolore quod inventore minima praesentium ut quisquam. Animi id et quo ex enim voluptatem. Et dolore eius. Tenetur id quasi eum quis.

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Institution: University of Central funding

Corresponding Author: Mr. Blanca Collier

Author Email: a.korala@elsevier.com

Article Type: Full-length article

Journal: Acta Biomaterialia - Article Publishing Charge

Journal Type: Hybrid Open Access

User Licence: CC BY 4.0

PII: S7375190216141684

Article Submitted: Feb 1, 2019

Article Accepted: May 27, 2017

Open Access Ordered: Feb 26, 2020

Show less

Approve

Reject

Grant ID (if applicable)

Notify the author?

Yes, I want to notify the author

If checked, an automated email will be sent to the author to confirm that this request has been approved.

Confirm authorisation

By clicking confirm, I approve, as an authorized representative acting on behalf of the organization identified in the APC confirmation, the charges mentioned therein, in accordance with related terms and conditions in the current institutional agreement between said organization and Elsevier.

Confirm >

If the author has entered a Grant ID, that can be selected from the drop-down menu. Or you can enter an alternative Grant ID.

The author will be notified when the APC request is approved, unless you uncheck the 'Notify the author?' box

By clicking 'Confirm', you confirm that you are authorised to approve on behalf of the institution

Step 2.1: Managing your Platform - Approving Requests

The screenshot displays a web interface for managing requests. On the left, a sidebar titled 'Requests' shows filters for 'Pending (3)', 'Approved (10)', 'Rejected (6)', and 'All (19)'. Below these are dropdown menus for 'All institutions' and 'All authors'. The main content area shows a list of three pending requests, each with a date of 'Feb 26, 2020' and a snippet of Latin text. The first request is selected, and its details are shown on the right. The details include the institution 'University of Central funding', the author 'Mr. Blanca Collier', and the article type 'Full-length article'. At the bottom of the details, there is a green checkmark icon and the text 'You have approved the charges for this article'. Below this, a list of three bullet points confirms the approval: 'The author will be notified', 'The status of this article has been changed to 'approved'', and 'The article will be published under CC BY 4.0'. At the very bottom, there is a button labeled 'Back to overview'.

Requests

☒ Pending (3) ☐ Approved (10) ☐ Rejected (6) ☐ All (19)

All institutions All authors

Feb 26, 2020
Laboriosam dolore quia molestias dolore ut iusto dolorum non dicta. Accusamus vitae ea commodi q
UNIVERSITY OF CENTRAL FUNDING | Mrs. Zion Kirlin, a.korala@elsevier.com
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Feb 26, 2020
Quis ex aliquam vel quis temporibus qui. Voluptas quo cum ratione. Qui dignissimos repellat neque c
UNIVERSITY OF CENTRAL FUNDING | Ms. Ellis Okuneva, a.korala@elsevier.com
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Feb 26, 2020
Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum sed ut l
UNIVERSITY OF CENTRAL FUNDING | Ms. Tate Collins, a.korala@elsevier.com
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

No requests to display

Perferendis libero voluptatem dolorem quod inventore minima praesentium ut quisquam. Animi id et quo ex enim voluptatem. Et dolore eius. Tenetur id quasi eum quis.

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Institution: University of Central funding
Corresponding Author: Mr. Blanca Collier
Author Email: a.korala@elsevier.com

Article Type: Full-length article
Journal: Acta Biomaterialia - Article Publishing Charge
User Licence: CC BY 4.0
PII: S7375190216141684

Article Submitted: Feb 1, 2019
Article Accepted: May 27, 2017
Open Access Ordered: Feb 26, 2020

[Show less](#)

☒ You have approved the charges for this article

- The author will be notified
- The status of this article has been changed to 'approved'
- The article will be published under CC BY 4.0

What do you want to do next?

This final screen confirms approval of the APC

The APC is now approved and the request shows in the Approved requests section

Click 'Back to overview' to return to the Pending Requests screen

Step 2.1: Managing your Platform - Approving Requests



Dear Dr Kayleigh Dach,

We are pleased to confirm that John Smith of University of Manchester approved the Article Publishing Charge 'Effects of lateral swirl combustion chamber geometries on the combustion and emission characteristics of DI diesel engines and a matching method for the combustion chamber geometry', Article Reference Number (PII) S2011155716425390.

Kind regards

Researcher Support

An email notification is sent to the author acknowledging that the APC is approved



Step 2.2: Managing your Platform - Rejecting Requests

Requests

☒ Pending (2) ☐ Approved (9) ☐ Rejected (5) ☐ All (16)

Showing 2 of 16

All institutions All authors

 Feb 26, 2020 Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum sed ut bea... UNIVERSITY OF CENTRAL FUNDING Ms. Tate Collins, a.korala@elsevier.com http://dx.doi.org/10.1016/j.fuel.2018.03.063	<input type="button" value="Approve >"/> <input type="button" value="Reject >"/>
 Feb 26, 2020 Cum deleniti enim fugiat tempora quas quos quas. Voluptatum eligendi ab qui. Quas temporibus volupt... UNIVERSITY OF CENTRAL FUNDING Dr. Caesar Farrell, a.korala@elsevier.com http://dx.doi.org/10.1016/j.fuel.2018.03.063	<input type="button" value="Approve >"/> <input type="button" value="Reject >"/>

No requests to display

Rejecting the APC can be also be actioned via the Platform

Click on 'Reject' to start the process

Step 2.2: Managing your Platform - Rejecting Requests

Open Access Platform

Requests

☒ Pending (1) ☐ Approved (9) ☐ Rejected (6) ☐ All (16)

All institutions All authors

Feb 26, 2020
Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum se
UNIVERSITY OF CENTRAL FUNDING | Ma. Tate Collins, a.korala@elsevier.com
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

No requests to display

Cum deleniti enim fugiat tempora quas quos quas. Voluptatum eligendi ab qui. Quas temporibus voluptate tenetur voluptatem. Quae sint sed in quaerat dolor recusandae saepe nisi rerum.

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Institution:	University of Central Funding
Corresponding Author:	Dr. Caesar Farrell
Author Email:	a.korala@elsevier.com
Article Type:	Full-length article
Journal:	Acta Biomaterialia - Article Publishing Charge
User Licence:	CC BY 4.0
PII:	S1594129216384103
Article Submitted:	Feb 1, 2019
Article Accepted:	May 27, 2017
Open Access Ordered:	Feb 26, 2020

[Show less](#)

What is your reason for rejecting this APC?

Choose rejection reason

Notify the author?

☐ Yes, I want to notify the author

If checked, an automated email will be sent to the author to confirm that this request has been rejected.

>

The information panel that appears to the right shows further details of the APC including:

- Link to the full text article
- Author and institution details
- Article type
- Journal details
- User licence
- Article Reference Number (PII)
- Article Submission Date
- Article Accepted Date
- Open Access Ordered Date

You can reduce the view by clicking on 'Show less'

Step 2.2: Managing your Platform - Rejecting Requests

Requests

Pending (2)

Approved (9)

Rejected (5)

All (16)

All institutions

All authors

Feb 26, 2020

Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum

UNIVERSITY OF CENTRAL FUNDING | Ms. Tate Collins, a.korala@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Feb 26, 2020

Cum deleniti enim fugiat tempora quas quos quas. Voluptatum eligendi ab qui. Quas temporil

UNIVERSITY OF CENTRAL FUNDING | Dr. Caesar Farrell, a.korala@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

All requests loaded

Institution:

University of Central funding

Corresponding Author:

Dr. Caesar Farrell

Author Email:

a.korala@elsevier.com

Article Type:

Full-length article

Journal:

Acta Biomaterialia - Article Publishing Charge

Journal Type:

Hybrid Open Access

User Licence:

CC BY 4.0

PII:

S1594129216384103

Article Submitted:

Feb 1, 2019

Article Accepted:

May 27, 2017

Open Access Ordered:

Feb 26, 2020

Show less

Approve

Reject

What is your reason for rejecting this APC?

Choose rejection reason

Choose rejection reason

Author not/no longer affiliated

Funding request received too late

Grant number not supplied/recognised

Invited/conference article not eligible

Research grant held elsewhere

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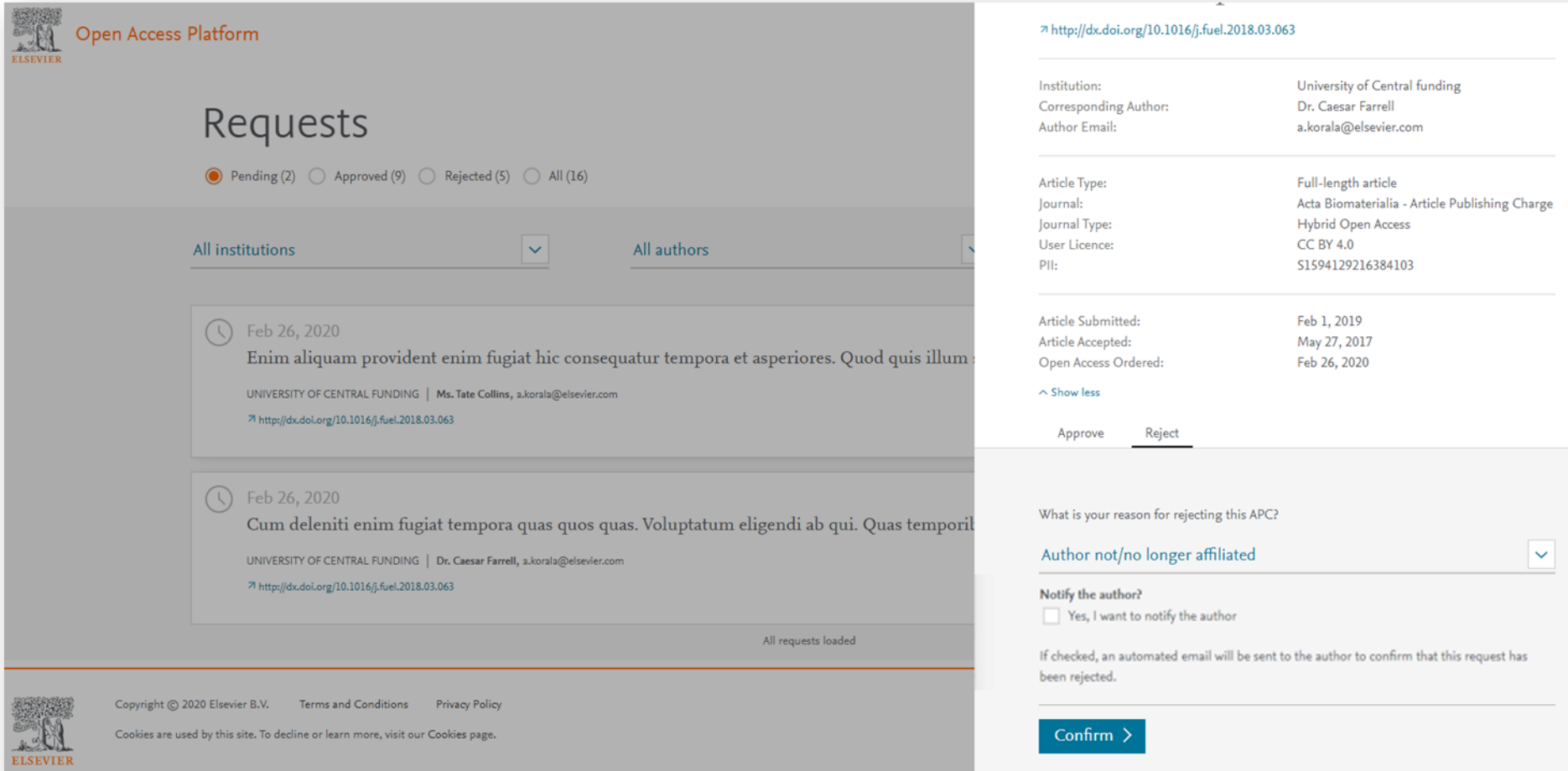
Terms and Conditions

Privacy Policy

used by this site. To decline or learn more, visit our Cookies page.

Select a reason for the rejection from the drop-down menu

Step 2.2: Managing your Platform - Rejecting Requests





Open Access Platform

Requests

☒ Pending (2) ☐ Approved (9) ☐ Rejected (5) ☐ All (16)

All institutions All authors

 Feb 26, 2020
Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum :
UNIVERSITY OF CENTRAL FUNDING | Ms. Tate Collins, a.korala@elsevier.com
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

 Feb 26, 2020
Cum deleniti enim fugiat tempora quas quos quas. Voluptatum eligendi ab qui. Quas temporil
UNIVERSITY OF CENTRAL FUNDING | Dr. Caesar Farrell, a.korala@elsevier.com
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

All requests loaded

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Institution: University of Central funding
Corresponding Author: Dr. Caesar Farrell
Author Email: a.korala@elsevier.com

Article Type: Full-length article
Journal: Acta Biomaterialia - Article Publishing Charge
Journal Type: Hybrid Open Access
User Licence: CC BY 4.0
Pll: S1594129216384103

Article Submitted: Feb 1, 2019
Article Accepted: May 27, 2017
Open Access Ordered: Feb 26, 2020

[Show less](#)

What is your reason for rejecting this APC?

Notify the author?
☐ Yes, I want to notify the author

If checked, an automated email will be sent to the author to confirm that this request has been rejected.

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Cookies are used by this site. To decline or learn more, visit our [Cookies page](#).

Opt in by checking the box if you wish the author to be notified

Click 'Confirm' to reject the APC

Step 2.2: Managing your Platform - Rejecting Requests

The screenshot displays the 'Requests' management interface on the Elsevier Open Access Platform. The top navigation bar includes the Elsevier logo and 'Open Access Platform'. The main heading is 'Requests', with filters for 'Pending (1)', 'Approved (9)', 'Rejected (6)', and 'All (16)'. Below this, there are dropdown menus for 'All institutions' and 'All authors'. A list of requests is shown, with one entry dated 'Feb 26, 2020' from 'UNIVERSITY OF CENTRAL FUNDING' by 'Ms. Tate Collins, a.korala@elsevier.com'. The request details include a title in Latin, a DOI link, and a list of metadata: Institution (University of Central funding), Corresponding Author (Dr. Caesar Farrell), Author Email (a.korala@elsevier.com), Article Type (Full-length article), Journal (Acta Biomaterialia - Article Publishing Charge), User Licence (CC BY 4.0), PII (S1594129216384103), Article Submitted (Feb 1, 2019), Article Accepted (May 27, 2017), and Open Access Ordered (Feb 26, 2020). At the bottom of the request details, there are 'Approve' and 'Reject' buttons. The 'Reject' button is highlighted, and a confirmation message is displayed: 'You have rejected the charges for this article'. Below this message, a list of consequences is provided: 'The author will be notified', 'The reason for rejection is as follows: Author not/no longer affiliated', and 'The status of this article has been changed to 'rejected''. A 'What do you want to do next?' section follows, with a 'Back to overview' button.

Open Access Platform

Requests

☒ Pending (1) ☐ Approved (9) ☐ Rejected (6) ☐ All (16)

All institutions All authors

Feb 26, 2020

Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum sec

UNIVERSITY OF CENTRAL FUNDING | Ms. Tate Collins, a.korala@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

No requests to display

Article Submitted: Feb 1, 2019
Article Accepted: May 27, 2017
Open Access Ordered: Feb 26, 2020

[Show less](#)

Approve **Reject**

☒ You have rejected the charges for this article

- The author will be notified
- The reason for rejection is as follows: Author not/no longer affiliated
- The status of this article has been changed to 'rejected'

What do you want to do next?

Back to overview

This final screen confirms that you have rejected the APC request

The APC is now rejected and the request shows in the Rejected requests section

Step 2.2: Managing your Platform - Rejecting Requests



Dear Dr Kayleigh Dach,

John Smith of University of Manchester rejected the Article Publication Charge for your article titled 'Effects of lateral swirl combustion chamber geometries on the combustion and emission characteristics of DI diesel engines and a matching method for the combustion chamber geometry', Article Reference Number (PII) S2011155716425390.

The reason for rejection was funding request received too late.

Please contact the University of Manchester 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 the University of Manchester, please contact the Researcher Support Team using the [Elsevier Open Access Platform Support Centre](#)

Kind regards

Researcher Support

If selected, an email is sent to the author confirming that the payment is rejected with instructions on the next steps

Step 2.3: Managing your Platform – Historical Approved Requests



Open Access Platform

Requests

☐ Pending (1) ☒ Approved (9) ☐ Rejected (4) ☐ All (14)

Showing 9 of 14

University of Central funding



All authors



Generate report (.csv)


Each request tile provides the overview of who approved and when

Requests are sorted by most recently actioned

Historical approved requests are shown in the 'Approved' request section and shows the number of requests stored

- | | | |
|--|---|----------|
| | Feb 26, 2020 approved by tester20@elsevier.com
Qui voluptates tenetur. Facere est ipsam repellat labore similique. Et ut error adipisci nulla distinctio. N...
UNIVERSITY OF CENTRAL FUNDING Ms. Stephany Hagenes, a.korala@elsevier.com
http://dx.doi.org/10.1016/j.fuel.2018.03.063 | Approved |
| | Feb 26, 2020 approved by tester20@elsevier.com
Perspiciatis aut atque. Aperiam laborum culpa quia nulla ut eveniet inventore at. Ipsum repellendus pari...
UNIVERSITY OF CENTRAL FUNDING Mrs. Millie Willms, a.korala@elsevier.com
http://dx.doi.org/10.1016/j.fuel.2018.03.063 | Approved |
| | Feb 25, 2020 approved by aatester4@elsevier.com
Molestiae autem quas autem. Ex tenetur quia.
UNIVERSITY OF CENTRAL FUNDING Ms. Elwin Pollich, r.fox@elsevier.com
http://dx.doi.org/10.1016/j.fuel.2018.03.063 | Approved |
| | Feb 25, 2020 approved by aatester4@elsevier.com
Qui temporibus voluptates ut rerum harum harum in dicta placeat. Error fuga aut rem sed quas voluptat... | Approved |

Step 2.3: Managing your Platform - Historical Rejected Requests

**Open Access Platform**

Requests

☐ Pending (1) ☐ Approved (9) ☒ Rejected (4) ☐ All (14)

Showing 4 of 14

University of Central funding

All authors

Generate report (.csv)

Each request tile provides the overview of who rejected and when

Requests are sorted by most recently actioned

✕

Feb 26, 2020 rejected by tester20@elsevier.com

Rejected

Voluptatibus ullam dicta natus temporibus voluptas dolores. Accusantium quo harum neque repellendu...

UNIVERSITY OF CENTRAL FUNDING | Dr. Vella Berge, a.korala@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

✕

Feb 26, 2020 rejected by tester20@elsevier.com

Rejected

Impedit aspernatur aut quos vitae. Eos quo illum nemo et vel veritatis sit. Vero amet blanditiis dolorem ...

UNIVERSITY OF CENTRAL FUNDING | Mrs. Callie Schimmel, a.korala@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

✕

Feb 25, 2020 rejected by aatester4@elsevier.com

Rejected

Cum nam veritatis repudiandae in similique et provident repellendus. Modi consequatur ut omnis aut.

UNIVERSITY OF CENTRAL FUNDING | Miss Citlalli Nolan, r.fox@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Or you can view all requests – pending, approved and rejected all in one place. Click on ‘All’.

Step 2.3: Managing your Platform - Historical Rejected Requests

The screenshot displays the 'Requests' management interface on the Elsevier Open Access Platform. The main panel shows a list of requests, with filters for 'Pending (4)', 'Approved (12)', 'Rejected (7)', and 'All (23)'. The 'Rejected' filter is selected. Below the filters, there are dropdown menus for 'All institutions' and 'All authors'. The list shows two rejected requests, each with a red 'X' icon, the date 'Feb 28, 2020', the rejection reason 'rejected by aatester4@elsevier.com', the article title 'Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum', the institution 'UNIVERSITY OF CENTRAL FUNDING', the author 'Ms. Tate Collins, a.korala@elsevier.com', and a DOI link.

On the right, a detailed rejection panel is shown for the first request. It features a red 'X' icon and the word 'Rejected'. The panel lists the rejection details: 'Rejected By: aatester4@elsevier.com', 'Rejected On: Feb 28, 2020', and 'Reason For Rejection: Funding request received too late'. Below this, it lists the article details: 'Institution: University of Central funding', 'Corresponding Author: Ms. Tate Collins', 'Author Email: a.korala@elsevier.com', 'Article Type: Full-length article', 'Journal: Acta Biomaterialia - Article Publishing Charge', and 'Journal Type: Hybrid Open Access'. A 'Show more' link is at the bottom of the panel.

Rejected	
Rejected By:	aatester4@elsevier.com
Rejected On:	Feb 28, 2020
Reason For Rejection:	Funding request received too late
Institution:	University of Central funding
Corresponding Author:	Ms. Tate Collins
Author Email:	a.korala@elsevier.com
Article Type:	Full-length article
Journal:	Acta Biomaterialia - Article Publishing Charge
Journal Type:	Hybrid Open Access

To view the reason for rejection from the historical rejected screen, click on the article title and the information panel that appears shows the rejection reason

Step 2.4: Generating a Report

To generate a report (.csv file) of pending, approved or rejected, or all – click on the appropriate filter button and then click on the ‘Generate Report (.csv)’ icon

For a report on requests for a specific author, filter for the relevant author from the drop-down menu before generating the report

The screenshot displays the 'Requests' management interface. At the top, there are filter buttons: 'Pending (1)', 'Approved (9)', 'Rejected (6)', and 'All (16)'. The 'Approved (9)' button is highlighted with a red box. Below these are two dropdown menus: 'All institutions' and 'All authors', both highlighted with red boxes. To the right of these menus is a button labeled 'Generate report (.csv)', also highlighted with a red box. The main area shows a list of four approved requests, each with a green checkmark icon, a date, an approver email, a title snippet, and a DOI link. The status 'Approved' is shown in green text to the right of each entry.

Requests

☐ Pending (1) ☒ Approved (9) ☐ Rejected (6) ☐ All (16)

Showing 9 of 16

All institutions All authors

<input checked="" type="checkbox"/>	Feb 26, 2020 approved by tester20@elsevier.com	Approved
Qui voluptates tenetur. Facere est ipsam repellat labore similique. Et ut error adipisci nulla distinctio. N...		
UNIVERSITY OF CENTRAL FUNDING Ms. Stephany Hagenes, a.korala@elsevier.com		
http://dx.doi.org/10.1016/j.fuel.2018.03.063		
<input checked="" type="checkbox"/>	Feb 26, 2020 approved by tester20@elsevier.com	Approved
Perspiciatis aut atque. Aperiam laborum culpa quia nulla ut eveniet inventore at. Ipsum repellendus pari...		
UNIVERSITY OF CENTRAL FUNDING Mrs. Millie Willms, a.korala@elsevier.com		
http://dx.doi.org/10.1016/j.fuel.2018.03.063		
<input checked="" type="checkbox"/>	Feb 25, 2020 approved by aatester4@elsevier.com	Approved
Molestiae autem quas autem. Ex tenetur quia.		
UNIVERSITY OF CENTRAL FUNDING Ms. Elwin Pollich, r.fox@elsevier.com		
http://dx.doi.org/10.1016/j.fuel.2018.03.063		
<input checked="" type="checkbox"/>	Feb 25, 2020 approved by aatester4@elsevier.com	Approved
Qui temporibus voluptates ut rerum harum harum in dicta placeat. Error fuga aut rem sed quas voluptat...		
UNIVERSITY OF CENTRAL FUNDING Mr. Trevor Cummerata, r.fox@elsevier.com		

Step 2.4: Generating a Report

A .csv file will be generated and a download button will appear in a dialogue box on the screen


Click on 'Download report (.csv)' to download the file to Excel (see example file below)


The screenshot shows a web interface titled 'Requests'. At the top, there are filters for 'Pending (1)', 'Approved (9)', 'Rejected (6)', and 'All (16)'. Below these are dropdowns for 'All institutions' and 'All authors'. A 'Generate report (.csv)' button is visible in the top right. The main area displays a list of requests, each with a green checkmark, a date, an approval status, and a user email. A dialog box titled 'Consolidated report ready' is overlaid on the requests, showing 'Request status: Accepted', 'Institutions: All', and 'Authors: All'. It also indicates '9 results' and has a 'Download report (.csv)' button. An orange arrow points from the text 'Click on \'Download report (.csv)\'' to this button.

The screenshot shows an Excel spreadsheet with the following data:

Author name	Article type	Journal title	Journal ISSN	PII	User license	Open Access request	Approved/rejected	P.O. number	Eligibility status	Reason for rejection	Full text article	Days pending
Ms. Stephany Hagenes	FLA	Acta Biomaterialia - Art Hybrid Open Access	1742-7061	S1105131216896980	CC BY 4.0	2020-02-26T00:00:00	tester20@elsevier.com	2020-02-26T00:00:00	ACCEPTED		http://dx.doi.org/10.1016/j.fuel.2018.03.063	0
Mrs. Millie Willms	FLA	Acta Biomaterialia - Art Hybrid Open Access	1742-7061	S2391163916921841	CC BY 4.0	2020-02-26T00:00:00	tester20@elsevier.com	2020-02-26T00:00:00	ACCEPTED		http://dx.doi.org/10.1016/j.fuel.2018.03.063	0
Ms. Elwin Pollich	FLA	Acta Biomaterialia - Art Hybrid Open Access	1742-7061	S2438171516600393	CC BY 4.0	2020-02-25T00:00:00	aatester4@elsevier.com	2020-02-25T00:00:00	ACCEPTED		http://dx.doi.org/10.1016/j.fuel.2018.03.063	0
Mr. Trevor Cummerata	FLA	The Lancet Planetary Hi Full Open Access	2542-5196	S5836136016701051	CC BY 4.0	2020-02-25T00:00:00	aatester4@elsevier.com	2020-02-25T00:00:00	ACCEPTED		http://dx.doi.org/10.1016/j.fuel.2018.03.063	0
Dr. Richie Cummerata	FLA	The Lancet Planetary Hi Full Open Access	2542-5196	S9406191716191444	CC BY 4.0	2020-02-25T00:00:00	aatester4@elsevier.com	2020-02-25T00:00:00	ACCEPTED		http://dx.doi.org/10.1016/j.fuel.2018.03.063	0
Mr. Jodie Champlin	FLA	Acta Biomaterialia - Art Hybrid Open Access	1742-7061	S3512109116517684	CC BY 4.0	2020-02-25T00:00:00	aatester4@elsevier.com	2020-02-25T00:00:00	ACCEPTED		http://dx.doi.org/10.1016/j.fuel.2018.03.063	0
Ms. Gilbert Kuhlman	FLA	Acta Biomaterialia - Art Hybrid Open Access	1742-7061	S2585186816526334	CC BY 4.0	2020-02-25T00:00:00	aatester4@elsevier.com	2020-02-25T00:00:00	ACCEPTED		http://dx.doi.org/10.1016/j.fuel.2018.03.063	0
Miss Georgianna Nolan	FLA	Acta Biomaterialia - Art Hybrid Open Access	1742-7061	S2510196316318470	CC BY 4.0	2020-02-25T00:00:00	Postman Regression	2020-02-25T00:00:00	ACCEPTED		http://dx.doi.org/10.1016/j.fuel.2018.03.063	0
Mrs. Brain Renner	FLA	The Lancet Planetary Hi Full Open Access	2542-5196	S4368128316879802	CC BY 4.0	2020-02-25T00:00:00	Postman Regression	2020-02-25T00:00:00	ACCEPTED		http://dx.doi.org/10.1016/j.fuel.2018.03.063	0


Step 2.5: Managing your Platform - Account Settings

 Open Access Platform ? TC



Requests

Review and action all Article Publication Charge requests



Account settings

Manage the contacts who receive notifications of new Article Publication Charges to action


Account Settings enables you to include additional email addresses to receive notifications of APCs that need review and action

Click on the 'Account Settings' icon to navigate to that section of the Platform

Account Settings enables you to include additional email addresses to receive notifications of APCs that need review and action

Click on the 'Account Settings' icon to navigate to that section of the Platform

Step 2.5: Managing your Platform - Account Settings

**Open Access Platform**

You can manage the settings for individual institutions

Select an institution from the drop-down menu

Account settings

Personal details

Name: tester15@elsevier.com
Email: tester15@elsevier.com

Institution settings


Choose an institution to view and update settings for this particular institution.

Choose institution

Choose institution

Institute 2

Institute 3



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3 Steps to your Elsevier Open Access Platform

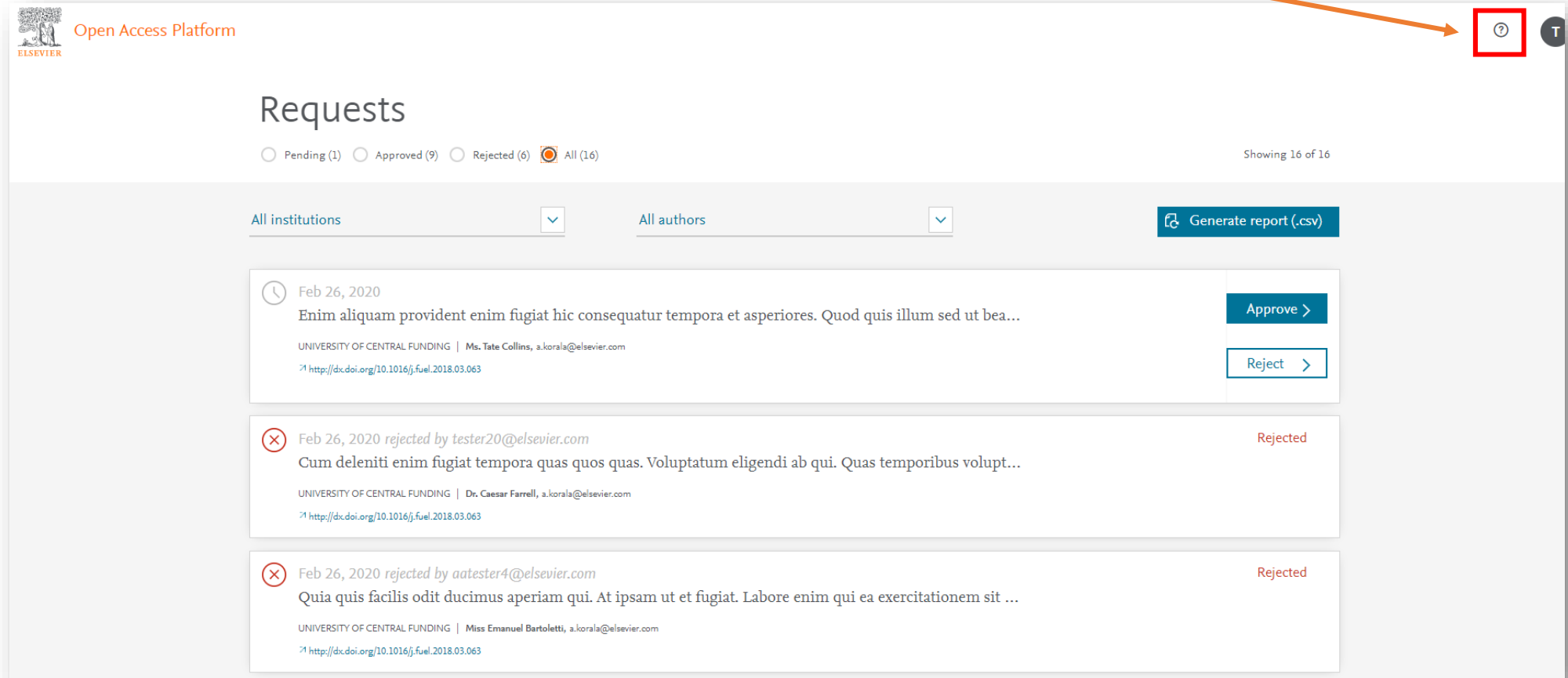
1. Accessing your Open Access Platform
2. Managing your Platform
- 3. How we can support you**



Step 3: How we can support you

If you need support using the Open Access Platform, we have a dedicated resource centre set up

Click on the Help option to go to the Open Access Platform Support Centre






Open Access Platform

Requests

☐ Pending (1) ☐ Approved (9) ☐ Rejected (6) ☒ All (16) Showing 16 of 16

[All institutions](#) [All authors](#) [Generate report \(.csv\)](#)

 Feb 26, 2020 Enim aliquam provident enim fugiat hic consequatur tempora et asperiores. Quod quis illum sed ut bea... UNIVERSITY OF CENTRAL FUNDING Ms. Tate Collins, a.korala@elsevier.com http://dx.doi.org/10.1016/j.fuel.2018.03.063	Approve > Reject >
 Feb 26, 2020 <i>rejected by tester20@elsevier.com</i> Cum deleniti enim fugiat tempora quas quos quas. Voluptatum eligendi ab qui. Quas temporibus volupt... UNIVERSITY OF CENTRAL FUNDING Dr. Caesar Farrell, a.korala@elsevier.com http://dx.doi.org/10.1016/j.fuel.2018.03.063	Rejected
 Feb 26, 2020 <i>rejected by aatester4@elsevier.com</i> Quia quis facilis odit ducimus aperiam qui. At ipsam ut et fugiat. Labore enim qui ea exercitationem sit ... UNIVERSITY OF CENTRAL FUNDING Miss Emanuel Bartoletti, a.korala@elsevier.com http://dx.doi.org/10.1016/j.fuel.2018.03.063	Rejected

Step 3: How we can support you

FAQs are posted
on Open Access
Platform Support
Centre

These are
managed by our
Researcher
Support Team

Using the da... ▾

Search

Using the dashboard

System access

Invoicing

9 results

Where can I find relevant training materials on the Open Access Platform?
Last updated on 22/11/2019
We created a training presentation with all the information you need to get started on the Elsevier Open Access Platform. Download our training (in PDF format)
[Read more](#)

Do the APC charges include color costs?
Last updated on 11/10/2018
APC charge is inclusive of the publishing cost only. It therefore doesn't include color costs.
[Read more](#)

Step 3: How we can support you

If you can't find the answer from the FAQs, then please complete the online form and our Researcher Support Team will follow up with you

Elsevier Open Access Platform Support Center

All Topics

Search

Email

Contact support

Contact reason

Please, select an option...

Subject

Your question

Please provide screenshots or files that may assist us helping you quicker.

Attachment (max size 20Mb) (optional)

Browse...

Your contact details

Title (optional)

Most viewed answers

Can I register myself or invite colleagues?

How can I generate a report of the previous requests I received?

How do I let the author know whether he/she has been accepted or not?

Do the APC charges include color costs?

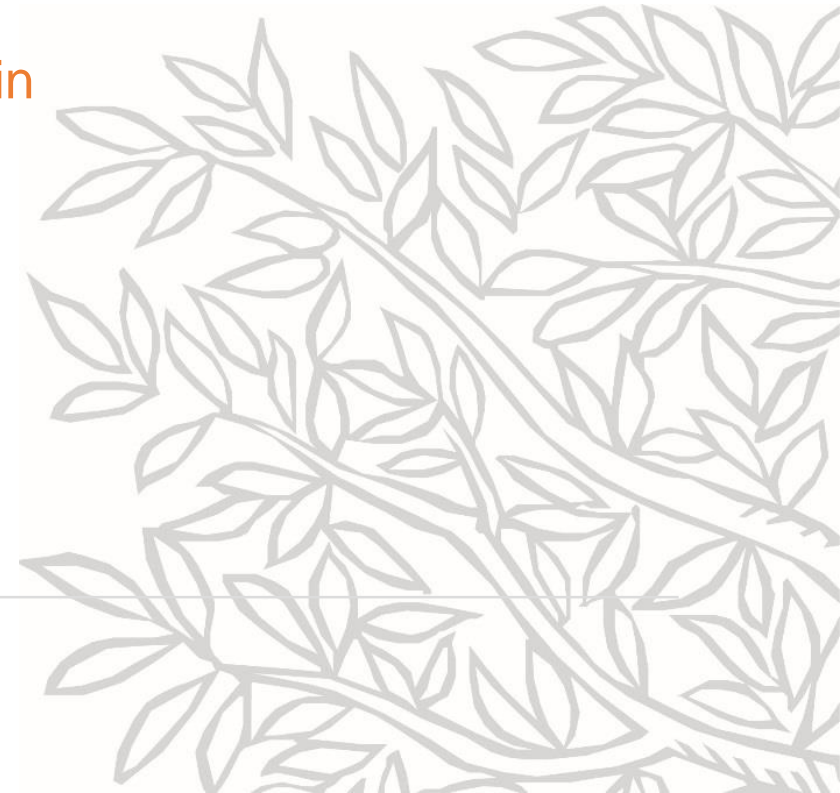
Why can't I register to this portal?

Making it easier to work with us

Making it simpler for you to manage
your APC requests

Allowing you to track and manage in
real time

Enabling you to access your data
when you need it





Thank you

