



ELSEVIER

Elsevier Open Access Platform

Pre-paid Deposit 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 service.elsevier.com/app/home/supporthub/eoap/

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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 Your Approval



Mercury QTC Programme (ELS)
To: Mercury QTC Programme (ELS)



ELSEVIER

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 unauthorized use or disclosure of this information is strictly prohibited. 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.

Open Access Platform [Sign In](#)

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, journal and more) to effectively validate requests.
- 3 You can then approve or reject the request. You can also notify the author on decisions made.

[Sign In >](#)

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

Login using the credentials provided as part of agreement on-boarding

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RELX

The homepage

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

The screenshot shows the Elsevier Open Access Platform homepage. At the top, there is a navigation bar with the Elsevier logo, the text "Open Access Platform", and links for "Requests", "Agreement Dashboard", and "Reports". Below the navigation bar are four main tiles, each with an icon, a title, and a brief description. Callout boxes are placed below each tile to provide more detail.

Requests	Account Settings	Agreement Dashboard	Monthly Reports
Requests	Account Settings	Agreement Dashboard	Monthly Reports
Review and action all article publication charge requests	Manage your personal information and view your institution(s) details	Article Publication Charge usage & uptake	Download your Open Access Article Reports
[Pending] Requests contains all Article Publishing Charges (APCs) that need to be actioned	Your and your institutions' personal settings	Details of the the APC uptake and usage under the agreement	Download monthly reports on the agreement performance

At the bottom of the page, there is a footer with the Elsevier logo, copyright information (Copyright © 2021 Elsevier B.V.), links to Terms and conditions, Privacy policy, and Cookie Notice, and a statement about cookie usage. The RELX logo is also present in the bottom right corner.

Requests

Managing your Article Publication
Charges



Pending requests tab

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

The screenshot displays the 'Requests' tab in the Elsevier Open Access Platform. The header shows the Elsevier logo and 'Open Access Platform' text. Navigation links include 'Requests', 'Agreement Dashboard', and 'Reports'. The main section is titled 'Requests' and features filters for 'Pending (1)', 'Approved (3)', 'Rejected (0)', and 'All (4)'. There are input fields for 'All Institutions' and 'All Authors', and a 'Generate report (.CSV)' button. A single request is listed with a date of '17 Jun 2021', an article title 'Article Title Regression Test', author information 'VETERANS HEALTH ADMINISTRATION | Mr. Carol Jast, jorge_hettinger@example.net', and a DOI link. The APC amount is '€2,250.00'. Action buttons for 'Approve' and 'Reject' are provided for this request. The footer contains copyright information, privacy policy, and cookie settings.

Requests

Open Access Platform

Requests Agreement Dashboard Reports

Results: 1 of 4

Generate report (.CSV)

17 Jun 2021

Article Title Regression Test

VETERANS HEALTH ADMINISTRATION | Mr. Carol Jast, jorge_hettinger@example.net

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

€2,250.00

Approve

Reject

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RELX

Each tile contains key information of the APC;

- Article Title,
- authors name and email,
- affiliated institute and
- link to the article on Science Direct

Based on this information you can chose to Approve or Reject the request

Searching / Filtering

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

The screenshot shows the 'Requests' page on the Elsevier Open Access Platform. At the top, there are filters for 'Pending (1)', 'Approved (3)', 'Rejected (0)', and 'All (4)'. Below these are two search boxes: 'All Institutions' and 'All Authors'. The 'All Institutions' box is highlighted with a blue border, and a callout bubble points to it with the text: 'If you are responsible for multiple institutions you can search by Institution name'. Below the search boxes, a request card is visible, showing a clock icon, the date '17 Jun 2021', the article title 'Article Title Regression Test', the institution 'VETERANS HEALTH ADMINISTRATION', the author 'Mr. Carol Jast, jorge_hettinger@example.net', and a DOI link 'http://dx.do...'. The footer contains the Elsevier logo, copyright information, and links to 'Terms and conditions', 'Privacy policy', and 'Cookie Notice'.

The screenshot shows the 'Requests' page on the Elsevier Open Access Platform. At the top, there are filters for 'Pending (1)', 'Approved (3)', 'Rejected (0)', and 'All (4)'. Below these are two search boxes: 'All Institutions' and 'All Authors'. The 'All Authors' box is highlighted with a blue border, and a callout bubble points to it with the text: 'Additionally you have the option to search by Author name'. Below the search boxes, a request card is visible, showing a clock icon, the date '17 Jun 2021', the article title 'Article Title Regression Test', the institution 'VETERANS HEALTH ADMINISTRATION', the author 'Mr. Carol Jast, jorge_hettinger@example.net', and a DOI link 'http://dx.doi.org/10.1016/j.fuel.2018.03.063'. The footer contains the Elsevier logo, copyright information, and links to 'Terms and conditions', 'Privacy policy', and 'Cookie Notice'.

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

Open Access Platform

Requests

☒ Pending (1)
 ☐ Approved (3)
 ☐ Rejected (0)
 ☐ All (4)

17 Jun 2021

Article Title Regression Test
 VETERANS HEALTH ADMINISTRATION | Mr. Carol Jast , jorge_hettinger@example.com
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Article Title Regression Test

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

Institution Name: Veterans Health Administration
 Corresponding Author: Mr. Carol Jast
 Author Email: jorge_hettinger@example.net

List Price: €3,000.00
 Discount Amount: €750.00
 Tax: €0.00
 Net Price: €2,250.00

[Show More](#)

Article Type: Full-length article
 Journal: Accident Analysis and Prevention
 Journal Type: - Article Publishing Charge
 User License: Hybrid Open Access
 License: CC BY 4.0
 Grant ID(s): S2012101616310141
 testAccountName: GR12345

Dates
 Article Submitted Date: 1 Feb 2019
 Article Accepted: 27 May 2017
 Open Access Ordered: 17 Jun 2021

[Approve](#)
[Reject](#)

Billing Address
 5606 Kuhn Mill
 Manchester
 OX5 1GB
 United Kingdom

Notify the Author?
☒ Yes, I want to notify the author
 If checked, we will send an automated request has been approved.

"Show more" expands the section with additional information...

...showing details of the Journal and Article Type, License selected, any Funder & Grant IDs, and the Article Submitted, Accepted and Open Access Ordered dates

Click on the Article Title or the Approve / Reject buttons to bring up a window with more information on the request, including Authors name and contact details

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

testAccountName GRI2345

Dates

Article Submitted Date:	1 Feb 2019
Article Accepted:	27 May 2017
Open Access Ordered:	17 Jun 2021

[Approve](#) [Reject](#)

Billing Address

5606 Kuhn Mill
Manchester
OX5 1GB
United Kingdom

Notify the Author?

☒ Yes, I want to notify the author.

If checked, we will send an automated e-mail to the author confirming this request has been approved.

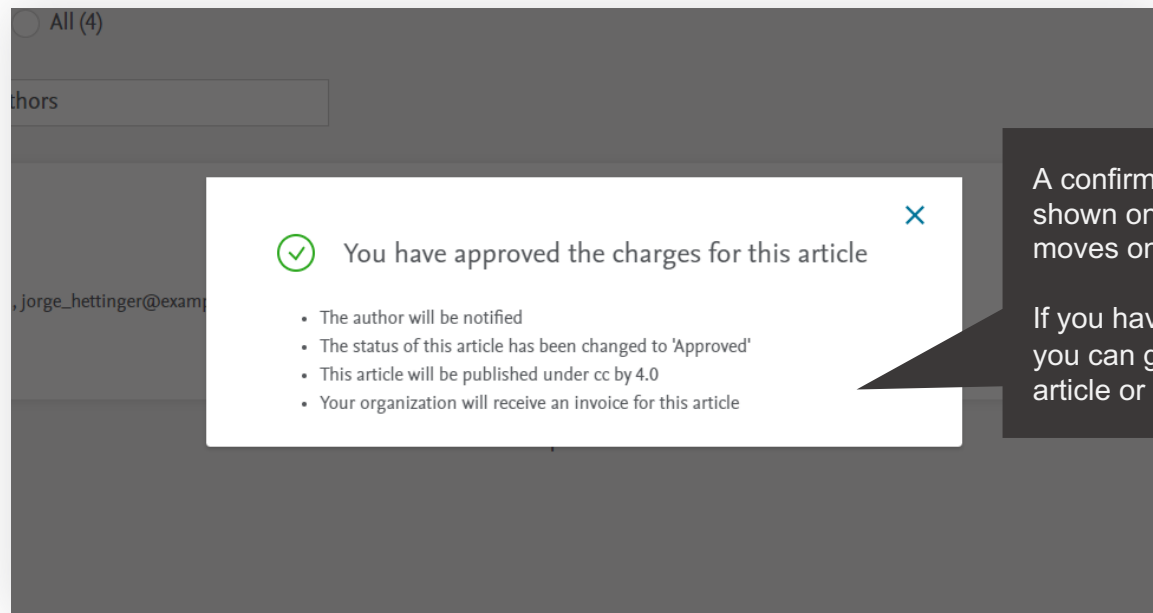
Confirm Authorisation

By pressing confirm you indicate that you are an authorised 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 concurrent institutional agreement said organization and Elsevier.

[Confirm](#)

APC detail window

Approving an APC.



A confirmation of the approval is shown on screen, and the APC moves onto the Approved list

If you have multiple APCs pending, you can go straight to the next article or return to overview screen

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

Journal: Accident Analysis and Prevention
Journal Type: - Article Publishing Charge
User License: Hybrid Open Access
Pll: CC BY 4.0
Pll: S1350180416579433

Grant ID(s)
testAccountName GR12345

Dates
Article Submitted Date: 1 Feb 2019
Article Accepted: 27 May 2017
Open Access Ordered: 9 Jun 2021

Approve Reject

What is your reason for rejecting this APC?

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

Confirm

Requests

Choose most appropriate reason for the rejection:

- Author not/no longer affiliated
- Funding request received too late
- Grant number not supplied/recognized
- Invited/Conference article not eligible
- Research grant held elsewhere

Emails to authors - approval

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



ELSEVIER

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.

Using this feature is optional

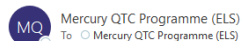


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Emails to authors - rejection

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

Article Publication Charge has been Rejected



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) S1404140016453341

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

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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 unauthorized use or distribution of this email, in whole or in part, is strictly prohibited and may be unlawful. Any price quotes contained in this email are merely indicative and will not result in any legally binding or enforceable obligation. 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 rejection of the APC.

Using this feature is optional



Approved requests tab

Shows a full history of all Approved APCs overtime.

The screenshot displays the 'Requests' tab on the Elsevier Open Access Platform. The interface includes filters for 'Pending (0)', 'Approved (4)', 'Rejected (1)', and 'All (5)'. Below the filters, there are two input fields: 'All Institutions' and 'All Authors'. The main content area lists three approved requests, each with a green checkmark icon, the date of approval, and the approving user. The first request is for 'Article Title Regression Test' approved on 21 Jun 2021 by 'prepaid tester'. A callout bubble points to this request, stating: 'All Approved APCs, ordered by approval date from most recent to oldest'. The second request is for 'This is the title of another Article for testing' approved on 4 Jun 2021 by 'prepaid tester'. A callout bubble points to this request, stating: 'Click on the Article Title for further details of the APC'. The third request is for 'This is the title of another Article for testing' approved on 2 Jun 2021 by 'prepaid tester'. On the right side, a detailed view of the first request is shown, titled 'Article Title Regression Test'. It includes the DOI link <http://dx.doi.org/10.1016/j.fuel.2018.03.063>, a green checkmark icon, and the status 'Approved'. The detailed view lists the following information:

Approved by:	prepaid tester
Approved on:	21 Jun 2021
Institution Name:	Veterans Health Administration
Corresponding Author:	Mr. Carol Jast
Author Email:	jorge_hettinger@example.net
List Price:	€3,000.00
Discount Amount:	€750.00
Tax:	€0.00
Net Price:	€2,250.00
Show Less	
Article Type:	Full-length article
Journal:	Accident Analysis and Prevention
Journal Type:	- Article Publishing Charge
User License:	Hybrid Open Access
PII:	CC BY 4.0
Grant ID(s):	S2012101616310141
testAccountName:	GR12345
Dates	
Article Submitted Date:	1 Feb 2019
Article Accepted:	27 May 2017

Rejected requests tab

Shows a full history of all Rejected APCs overtime.

The screenshot displays the 'Requests' tab on the Elsevier Open Access Platform. The interface includes filters for 'Pending (0)', 'Approved (4)', 'Rejected (1)', and 'All (5)'. A search bar is present with 'All Institutions' and 'All Authors' options. A list of requests is shown, with the first entry being a rejected request from June 25, 2021, by a prepaid tester. The request details for 'Article Title Regression Test' are expanded, showing the author's information, the reason for rejection, and the pricing details.

Requests

☐ Pending (0) ☐ Approved (4) ☒ Rejected (1) ☐ All (5)

All Institutions All Authors

Rejected 25 Jun 2021 Rejected by prepaid tester

Article Title Regression Test

VETERANS HEALTH ADMINISTRATION | Mrs. Tracy Kohler, dora.heaney@example.net

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

Article Title Regression Test

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

Rejected

Rejected by: prepaid tester
Rejected on: 25 Jun 2021
Reason for Rejection: author not/no longer affiliated

Institution Name: Veterans Health Administration
Corresponding Author: Mrs. Tracy Kohler
Author Email: dora.heaney@example.net

List Price: €3,000.00
Discount Amount: €750.00
Tax: €0.00
Net Price: €2,250.00

[Show Less](#)

Article Type: Full-length article
Journal: Accident Analysis and Prevention
Journal Type: - Article Publishing Charge
User License: Hybrid Open Access
PII: CC BY 4.0
Grant ID(s): S9970121516516204
testAccountName: GR12345

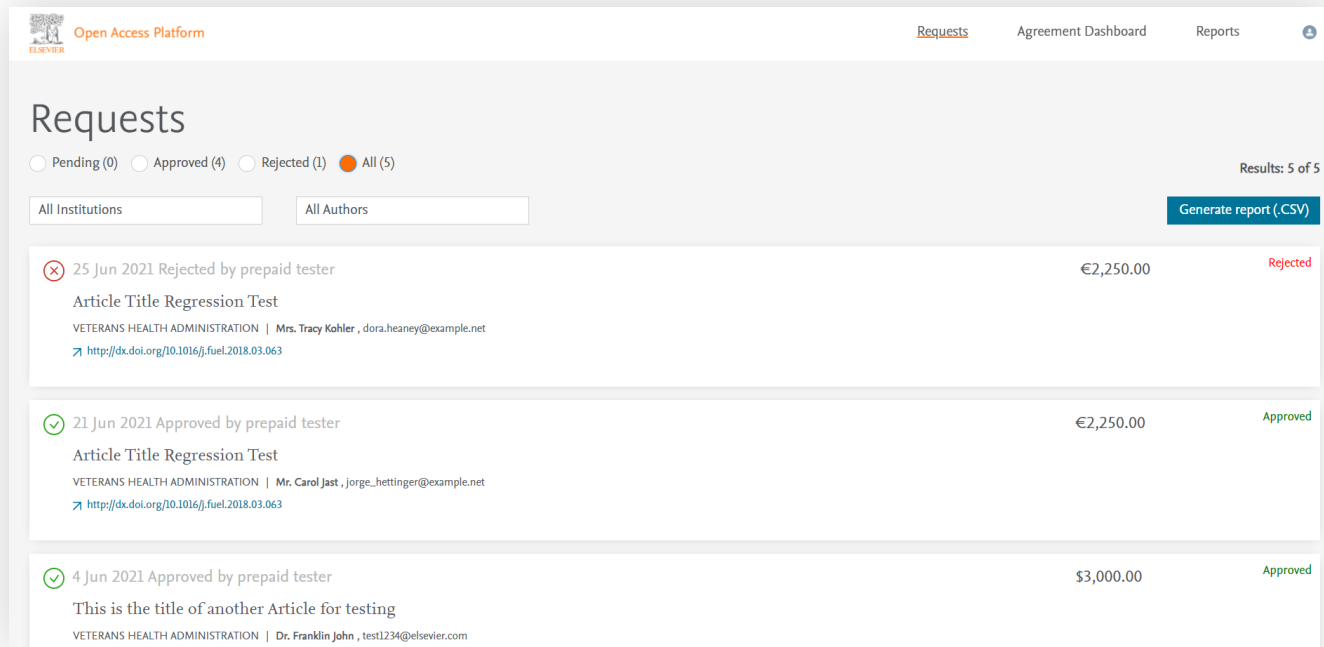
Dates
Article Submitted Date: 1 Feb 2019

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All requests tab

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






Open Access Platform Requests Agreement Dashboard Reports

Requests

☐ Pending (0) ☐ Approved (4) ☐ Rejected (1) ☒ All (5)

Results: 5 of 5 [Generate report \(.CSV\)](#)

 25 Jun 2021 Rejected by prepaid tester	€2,250.00	Rejected
Article Title Regression Test VETERANS HEALTH ADMINISTRATION Mrs. Tracy Kohler , dora.heaney@example.net http://dx.doi.org/10.1016/j.fuel.2018.03.063		
 21 Jun 2021 Approved by prepaid tester	€2,250.00	Approved
Article Title Regression Test VETERANS HEALTH ADMINISTRATION Mr. Carol Jast , jorge_hettinger@example.net http://dx.doi.org/10.1016/j.fuel.2018.03.063		
 4 Jun 2021 Approved by prepaid tester	\$3,000.00	Approved
This is the title of another Article for testing VETERANS HEALTH ADMINISTRATION Dr. Franklin John , test1234@elsevier.com		

This tab is primarily used to generate the .CSV report (see next page)

Reporting

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

The screenshot displays the 'Open Access Platform' reporting interface. At the top, there are navigation links: 'Requests', 'Agreement Dashboard', and 'Reports'. The 'Reports' section is active, showing a 'REPORT APC Report' summary. Below the summary, a table lists report details. A callout points to the 'Generate report (.CSV) button in the All Requests tab' which generates the report on screen. Another callout points to the 'Export' button, stating 'Clicking on Export will give you various download options'. An 'Export' dialog is open, showing 'Export View' options: 'Formatted Report' and 'Details Only'. The 'Format' dropdown is set to 'Excel Format .xlsx', and the 'Encoding' is 'ISO-8859-1 (General US & Western European, I)'. The 'Export' button is highlighted.

REPORT APC Report

Total Records: 5 Total List Unit Price: USD 16,588.24 Total List Total: USD 16,588.24

INSTITUTION NAME	ARTICLE TITLE	AUTHOR NAME	ARTICLE TYPE	JOURNAL NAME	JOURNAL TYPE	JOURNAL ISSN	PII	USER LICENSE	OPEN ACCESS REQUEST DATE	ACTIONED BY NAME	ACCEPTED/REJECTED DATE	PO NUMBER	GRANT ID(S)	ELIGIBILITY STATUS	REASON FOR REJECTION	FULL TEXT ARTICLE
Veterans Health Administration	This is the title of another Article for testing	Dr. Franklin John	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000094	CC BY-NC-ND 4.0	04/06/2021	prepaid tester	2021-06-04	-	-	Approved	-	http://dx.doi.org/10.1016/j.fuel.2021.06.004
Veterans Health Administration	This is the title of another Article for testing	Dr. Divya	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000082	CC BY-NC-ND 4.0	02/06/2021	prepaid tester	2021-06-02	-	-	Approved	-	http://dx.doi.org/10.1016/j.fuel.2021.06.002
Veterans Health Administration	Article Title Regression Test	Mr. Carol Just	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S2012101616310141	CC BY 4.0	17/06/2021	prepaid tester	2021-06-21	-	GR12345	Approved	-	http://dx.doi.org/10.1016/j.fuel.2021.06.021
Veterans Health Administration	-	Dr. Franklin John	FLA	Fuel and Energy Abstracts - Article Publishing Charge	Subsidised	0140-4701	S014040670121000096	-	19/05/2021	prepaid tester	-	-	-	Approved	-	-
Veterans Health Administration	Article Title Regression Test	Mrs. Tracy Kohler	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S9970121516516204	CC BY 4.0	-	-	-	-	-	-	-	-
Grand Total (5 records)																

Export

Export View

Formatted Report
Export the report, including the report header, groupings, and filter settings.

Details Only
Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format
Excel Format .xls
Excel Format .xlsx
Excel Format .xlsx
Comma Delimited .csv

Encoding
ISO-8859-1 (General US & Western European, I)

Cancel **Export**

Reporting

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

Open Access Platform Requests Agreement Dashboard Reports

REPORT APC Report [Export](#)

Total Records: 5 Total List Unit Price: USD 16,588.24 Total List Total: USD 16,588.24

INSTITUTION NAME	ARTICLE TITLE	AUTHOR NAME	ARTICLE TYPE	JOURNAL NAME	JOURNAL TYPE	JOURNAL ISSN	PII	USER LICENSE	OPEN ACCESS REQUEST DATE	ACTIONED BY NAME	ACCEPTED/REJECTED DATE	PO NUMBER	GRANT ID(S)	ELIGIBILITY STATUS	REASON FOR REJECTION	FULL TEXT ARTICLE	DAYS PENDING	CURRENCY	LIST UNIT PRICE	LIST TOTAL	DISCOUNT AMOUNT TOTAL	NET AMOUNT	TOTAL V
Veterans Health Administration	This is the title of another Article for testing	Dr. Franklin John	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000094	CC BY-NC-ND 4.0	04/06/2021	prepaid tester	2021-06-04	-	-	Approved	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	0.00	USD	USD 3,000.00	USD 3,000.00	USD 0.00	USD 3,000.00	U
Veterans Health Administration	This is the title of another Article for testing	Dr. Divya	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000082	CC BY-NC-ND 4.0	02/06/2021	prepaid tester	2021-06-02	-	-	Approved	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	0.00	USD	USD 3,000.00	USD 3,000.00	USD 0.00	USD 3,000.00	U
Veterans Health Administration	Article Title Regression Test	Mr. Carol Jast	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S2012101616310141	CC BY 4.0				GR12345		Approved	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	4.00	EUR	EUR 3,000.00	EUR 3,000.00	EUR 750.00	EUR 2,250.00	E
Veterans Health Administration	-	Dr. Franklin John	FLA	Fuel and Energy Abstracts - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000094	CC BY-NC-ND 4.0				-		Approved	-	-	0.00	EUR	EUR 3,000.00	EUR 3,000.00	EUR 750.00	EUR 2,250.00	E
Veterans Health Administration	Article Title Regression Test	Mrs. Tracy Kohler	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S9970121516516204	CC BY 4.0				GR12345		Rejected	Author not / no longer affiliated	http://dx.doi.org/10.1016/j.fuel.2018.03.063	4.00	EUR	EUR 3,000.00	EUR 3,000.00	EUR 750.00	EUR 2,250.00	E
Grand Total (5 records)																		USD 16,588.24	USD 16,588.24				

The downloaded report should appear at the bottom of screen. Click to open in Excel

report11624635457...xls

A	B	C	D	E	F	G	H	I	J
Institution Name	Article Title	Author Name	Article Type	Journal Name	Journal Type	Journal ISSN	PII	User License	Open Access
Veterans Health Administration	This is the title of another Article for testing	Dr. Franklin John	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000094	CC BY-NC-ND 4.0	04/06/2021
Veterans Health Administration	This is the title of another Article for testing	Dr. Divya	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000082	CC BY-NC-ND 4.0	02/06/2021
Veterans Health Administration	Article Title Regression Test	Mr. Carol Jast	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S2012101616310141	CC BY 4.0	17/06/2021
Veterans Health Administration	-	Dr. Franklin John	FLA	Fuel and Energy Abstracts - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000094	CC BY-NC-ND 4.0	19/05/2021
Veterans Health Administration	Article Title Regression Test	Mrs. Tracy Kohler	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S9970121516516204	CC BY 4.0	21/06/2021

Agreement dashboard

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



Agreement Dashboard

Manage APC uptake and usage.

The screenshot displays the Elsevier Open Access Platform interface. At the top, the navigation bar includes the Elsevier logo, the text "Open Access Platform", and three menu items: "Requests", "Agreement Dashboard", and "Reports". The "Agreement Dashboard" item is highlighted. Below the navigation bar, there are four main content tiles. The first tile is "Requests" with a document icon and the subtitle "Review and action all article publication charge requests". The second tile is "Account Settings" with a group of people icon and the subtitle "Manage your personal information and view your institution(s) details". The third tile, "Agreement Dashboard", is highlighted with an orange border; it features a computer monitor icon with a pie chart and the subtitle "Article Publication Charge usage & uptake". The fourth tile is "Monthly Reports" with a bar chart icon and the subtitle "Download your Open Access Article Reports". A dark grey callout box with a pointer directed at the "Agreement Dashboard" tile contains the text: "From the homepage, navigate to the Agreement Dashboard". The footer of the page contains the Elsevier logo, copyright information "Copyright © 2021 Elsevier B.V. Terms and conditions Privacy policy Cookie Notice", a cookie notice "We use cookies to help provide and enhance our service and tailor content. Cookie Settings", and the RELX logo.

Open Access Platform

Requests Agreement Dashboard Reports

Requests
Review and action all article publication charge requests

Account Settings
Manage your personal information and view your institution(s) details

Agreement Dashboard
Article Publication Charge usage & uptake

Monthly Reports
Download your Open Access Article Reports

From the homepage, navigate to the Agreement Dashboard

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RELX

Overall view

View overall APC uptake and usage.

The screenshot displays the 'Agreement Dashboard' with a navigation bar at the top containing 'Requests', 'Agreement Dashboard' (active), and 'Reports'. A 'Back to Agreement overview' link is present. The main section is titled 'Pre-paid consortium-held balance' and features a year selector with '2021' selected. Below this is a table with the following data:

	Cash
Opening Balance	\$500,000.00
Approved	\$3,000.00
Current Balance	\$497,000.00

Below the table is an 'Institutions' section with a 'Search Institution' input field. A table lists the following institutions and their approved APCs:

Institution	Approved APCs
2B Technologies	0
Veterans Health Administration	1

Periods will be determined by agreement (normally Years)

Pre-Paid Deposit Agreements show the Opening Balance, number of Approved APCs and Current Balance

The participating institutes under the agreement are shown, with the number of approved APCs

Clicking on the Institute's name will take you the Institution view (next page)

Institution view

View the APC uptake and usage per institution.

The screenshot displays the 'Pre-paid consortium-held balance' for the 'Veterans Health Administration'. It shows a table of 'Approved APCs' for the year 2021. A callout points to the number '1' indicating the count of approved APCs. Another callout points to the 'Generate report (.CSV)' button. A third callout points to the table header, indicating that details of approved APCs are visible at the individual institute level.

Open Access Platform

Requests Agreement Dashboard

← Back to Consortium overview

Pre-paid consortium-held balance

Veterans Health Administration

2019 2020 2021

1
Approved APCs

Generate report (.CSV)

Approved APCs

Submitted Date	Article	Accepted Date	Approved Date
04 Jun 2021	This is the title of another Article for...	01 Jun 2021	04 Jun 2021

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There is also the option to generate a .CSV report of the data at the institution

Number of approved APCs for the institution

You can see the details of the Approved APCs at the individual institute

Institution view

View the APC uptake and usage per institution.

The screenshot shows the 'Pre-paid consortium-held balance' page for the Veterans Health Administration. It includes a navigation bar with the Elsevier logo and 'Open Access Platform' text. A link 'Back to Consortium overview' is present. The main heading is 'Pre-paid consortium-held balance' with the institution name 'Veterans Health Administration' below it. A year selector shows '2019', '2020', and '2021' (selected). A large number '1' indicates 'Approved APCs'. Below this is a table titled 'Approved APCs' with columns 'Submitted Date', 'Article', and 'Accepted Date'. One row is visible with the date '04 Jun 2021', the article title 'This is the title of another Article for...', and the date '01 Jun 2021'. At the bottom, it says 'All Requests loaded'. A footer contains copyright information and links to terms and conditions, privacy policy, and cookie notice.

Open Access Platform

← Back to Consortium overview

Pre-paid consortium-held balance

Veterans Health Administration

2019 2020 2021

1

Approved APCs

Submitted Date	Article	Accepted Date
04 Jun 2021	This is the title of another Article for...	01 Jun 2021

All Requests loaded

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Clicking on the Article Title will provide the full details of the APC

This is the title of another Article for testing

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

✓ Approved

Approved by: prepaid tester
Approved on: 4 Jun 2021

Institution Name: Veterans Health Administration
Corresponding Author: Dr. Franklin John
Author Email: test1234@elsevier.com

List Price: \$3,000.00
Discount Amount: \$0.00
Tax: \$0.00
Net Price: \$3,000.00

✓ Show Less

Article Type: Full-length article
Journal: ISA Transactions - Article Publishing Charge
Journal Type: Hybrid Open Access
User License: CC BY-NC-ND 4.0
PII: S0019057821000094
PO Number:

Grant ID(s)

Dates

Cookie Notice

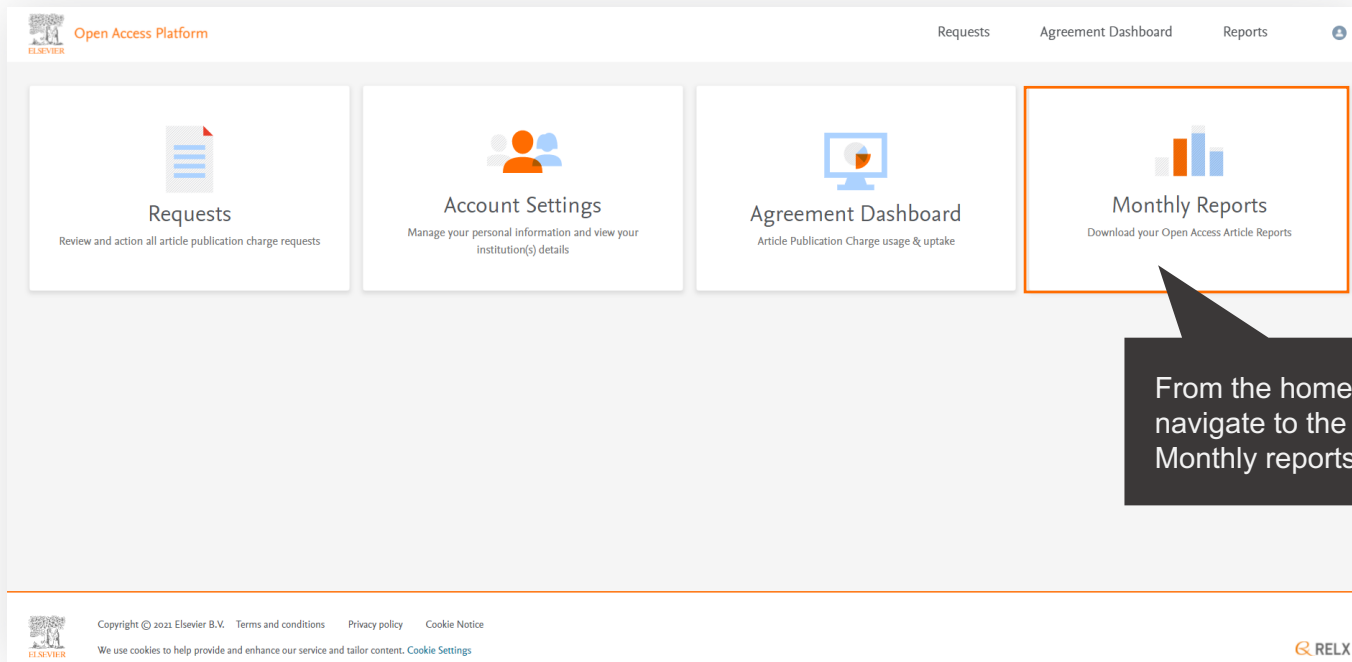
Monthly reports

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.



The screenshot shows the Elsevier Open Access Platform homepage. The top navigation bar includes the Elsevier logo, the text "Open Access Platform", and links for "Requests", "Agreement Dashboard", and "Reports". The main content area features four tiles: "Requests" (with a document icon), "Account Settings" (with a user icon), "Agreement Dashboard" (with a monitor icon), and "Monthly Reports" (with a bar chart icon). The "Monthly Reports" tile is highlighted with an orange border and contains the text "Download your Open Access Article Reports". A dark grey callout box with a pointer to the "Monthly Reports" tile contains the text: "From the homepage, navigate to the Monthly reports". The footer includes the Elsevier logo, copyright information, and links for "Terms and conditions", "Privacy policy", and "Cookie Notice".

Open Access Platform

Requests Agreement Dashboard Reports

Requests
Review and action all article publication charge requests

Account Settings
Manage your personal information and view your institution(s) details

Agreement Dashboard
Article Publication Charge usage & uptake

Monthly Reports
Download your Open Access Article Reports

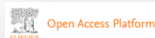
From the homepage, navigate to the Monthly reports

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RELX

Monthly reports

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



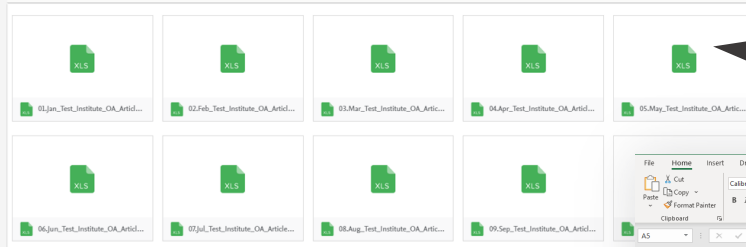
Open Access Reports
2020
10 items

Agreement Name

Back to main p

Click on the month you wish to view

You will then have the option to download the report as an Excel file



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Thank you

