

How to get the most out of your new Elsevier Open Access Platform

2019

Making it easier to work with us

Open Access

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

Today we will tell you about some changes that will simplify the way you manage the approvals so you have all the information in one place.



Accessing your Open Access Platform



Open Access Platform

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, journal 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 >

To access your Platform, click on the Sign In icon

Accepting Requests



ELSEVIER

Dear Sir/Madam

Please approve, in the Elsevier Open Access Platform, the Article Publishing Charge for the following article:

- Title - Characterising the two-phase flow and mixing performance in a gas-mixed anaerobic digester: importance for scaled-up applications
- By - Abhinav Apoorva
- PII number - S0300571218306365

To access the Elsevier Open Access Platform, please follow this link www.eoap.elsevier.com/dashboard/.

If you require assistance, please contact our [Researcher Support team](#).

Kind regards

Researcher Support

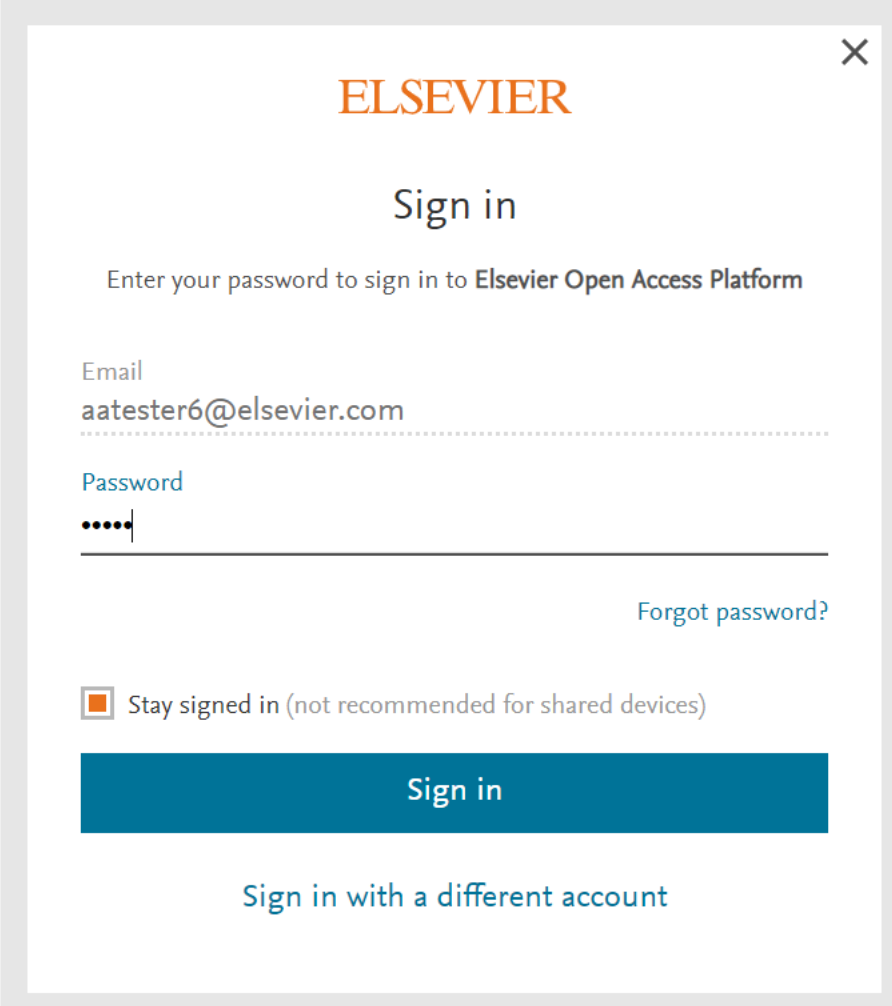
ELSEVIER

You will receive email notifications reminding you to access your Open Access Platform

Accessing your Open Access Platform

ELSEVIER

When an author completes the Rights and Access Form, you will receive an email notification with a link to the Elsevier Open Access Platform



The screenshot shows the Elsevier Sign in page. At the top, the Elsevier logo is displayed in orange. Below it, the text "Sign in" is centered. A subtitle reads "Enter your password to sign in to Elsevier Open Access Platform". There are two input fields: "Email" with the value "aatester6@elsevier.com" and "Password" with masked characters ".....". A "Forgot password?" link is located to the right of the password field. Below the fields is a checkbox labeled "Stay signed in (not recommended for shared devices)". A large blue "Sign in" button is positioned below the checkbox. At the bottom, there is a link that says "Sign in with a different account". A close button (X) is in the top right corner of the window.

When the agreement is set up, you will receive login credentials

On receipt of the request to approve the Author Publication Charges (APC), you need to log in to the Portal

Use your institutional email and the password provided by Elsevier to access the platform

Pending requests



Open Access Platform

Home

Pending requests 1

Archived requests

Account settings

Home page shows all pending APC requests that require review and acceptance

The Archived requests are also accessible from this page and contain all APC requests that have either been accepted or rejected

Pending requests

8th Nov 19

Combined application of angiotensin converting enzyme and chitotriosidase analysis improves the laboratory diagnosis of sarcoidosis

Dr. Miklós Fagyas fagyasmiklos@med.unideb.hu

[> All pending requests](#)

Archived requests

6th Nov 19 · **Accepted** by G. Karácsony

General stress response or adaptation to rapid growth in *Aspergillus nidulans* ?

Dr. Tamas Emri emri.tamas@science.unideb.hu

[> All archived requests](#)

Accepting Requests

Home

Pending requests 1

Archived requests

Account settings

Selecting the APC from the Pending requests shows the detail of the APC including:

- **Link to the full text article**
- **Author details and Journal**
- **Any Grant ID entered by the Author**

[← Pending requests](#)

Combined application of angiotensin converting enzyme and chitotriosidase analysis improves the laboratory diagnosis of sarcoidosis

Full text article: [↗ http://dx.doi.org/10.1016/j.cca.2019.10.010](http://dx.doi.org/10.1016/j.cca.2019.10.010)

Corresponding author: **Dr. Miklós Fagyas**
Author email: fagyasmiklos@med.unideb.hu
Article type: FLA
Journal: Clinica Chimica Acta - Article Publishing Charge
User license:
Open Access requested on: 29th Oct 19
PII: S000989811932073X

Grants that supported this research:
(When you accept the request you can select a grant ID to appear on your invoice)

National Research, Development and Innovation Office K 116940
FK 128809

Hungarian Government and European Union EFOP-3.6.3-VEKOP-16-2017-00009
EFOP-3.6.2-16-2017-00006
GINOP-2.3.2-15-2016-00043

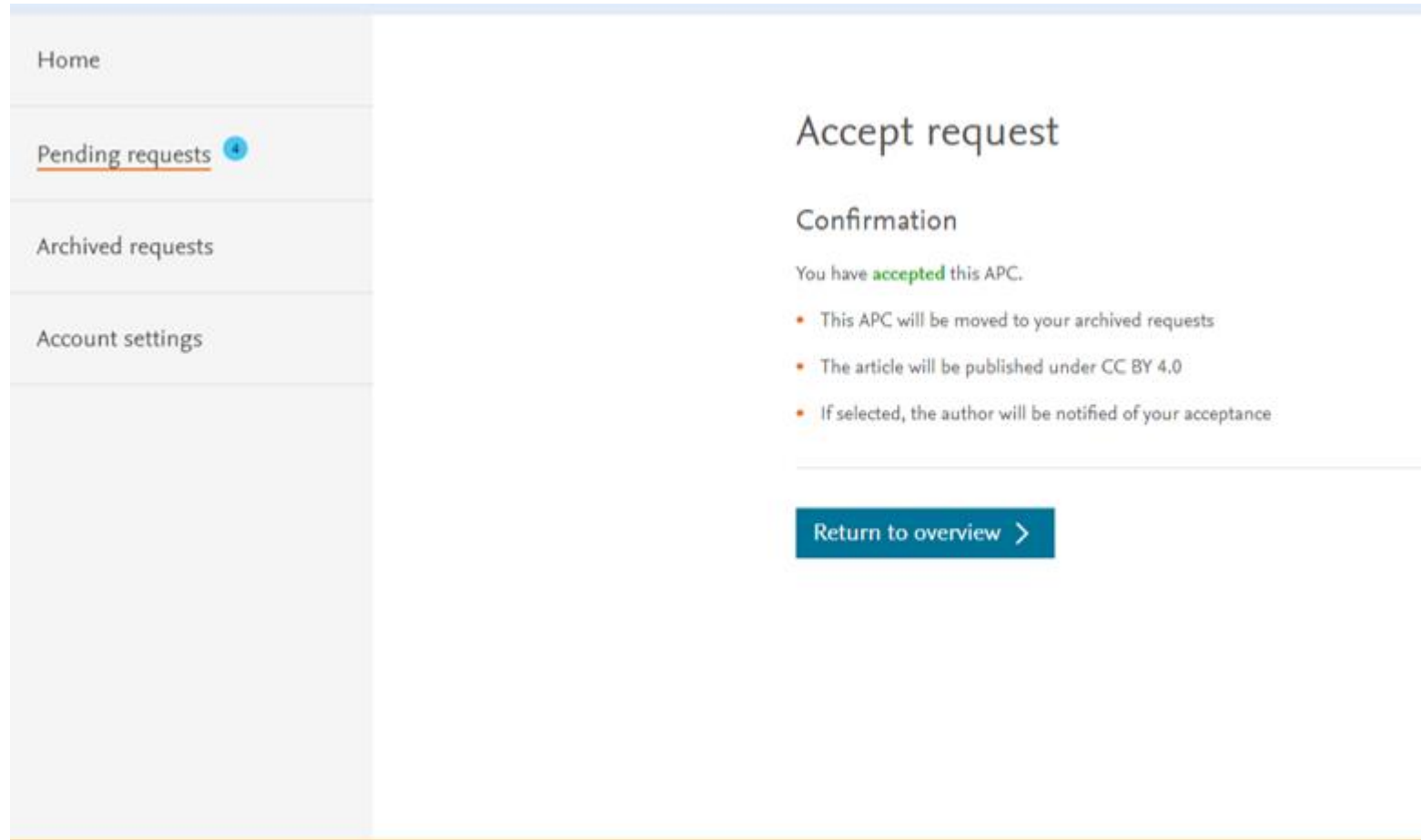
APC

Accept request

Reject request

[Proceed >](#)

Managing your Platform - Accepting Requests



The screenshot shows a user interface for managing requests. On the left is a vertical sidebar with four menu items: 'Home', 'Pending requests' (with a blue notification bubble containing the number '4'), 'Archived requests', and 'Account settings'. The main content area is titled 'Accept request' and contains a 'Confirmation' section. Below the title, it states 'You have **accepted** this APC.' followed by a bulleted list of three items: 'This APC will be moved to your archived requests', 'The article will be published under CC BY 4.0', and 'If selected, the author will be notified of your acceptance'. At the bottom of the main content area is a dark blue button with the text 'Return to overview >'.

This final step confirms the acceptance

Author will be notified either via the Platform or directly by the Institution

The APC has now been accepted and the request will now show in the Archived Requests section

Step 2.1: Managing your Platform - Accepting Requests



ELSEVIER

Dear Yemi Sebastian

We are pleased to confirm that Vitalija Tatur, of Clark Regional Medical Center **approved payment** of the Article Publishing Charge for, Effects of global warming on mice, PII number S0016236118305453.

Kind regards

Researcher Support

ELSEVIER

**Author will receive a notification acknowledging that
you have approved the APC request**

Managing your Platform - Rejecting Requests

11:54:05 08/11/2019

[← Pending requests](#)

Combined application of angiotensin converting enzyme and chitotriosidase analysis improves the laboratory diagnosis of sarcoidosis

Full text article: <http://dx.doi.org/10.1016/j.cca.2019.10.010>

Corresponding author: Dr. Miklós Fagyas
Author email: fagyasmiklos@med.unideb.hu
Article type: FLA
Journal: Clinica Chimica Acta - Article Publishing Charge
User license:
Open Access requested on: 29th Oct 19
PII: S000989811932073X

Grants that supported this research:
(When you accept the request you can select a grant ID to appear on your invoice)

National Research, Development and Innovation Office K 116940 FK 128809

Hungarian Government and European Union EFOP-3.6.3-VEKOP-16-2017-00009 EFOP-3.6.2-16-2017-00006 GINOP-2.3.2-15-2016-00043

 APC

Accept request

Reject request

[Proceed >](#)

Home

[Pending requests](#) ¹

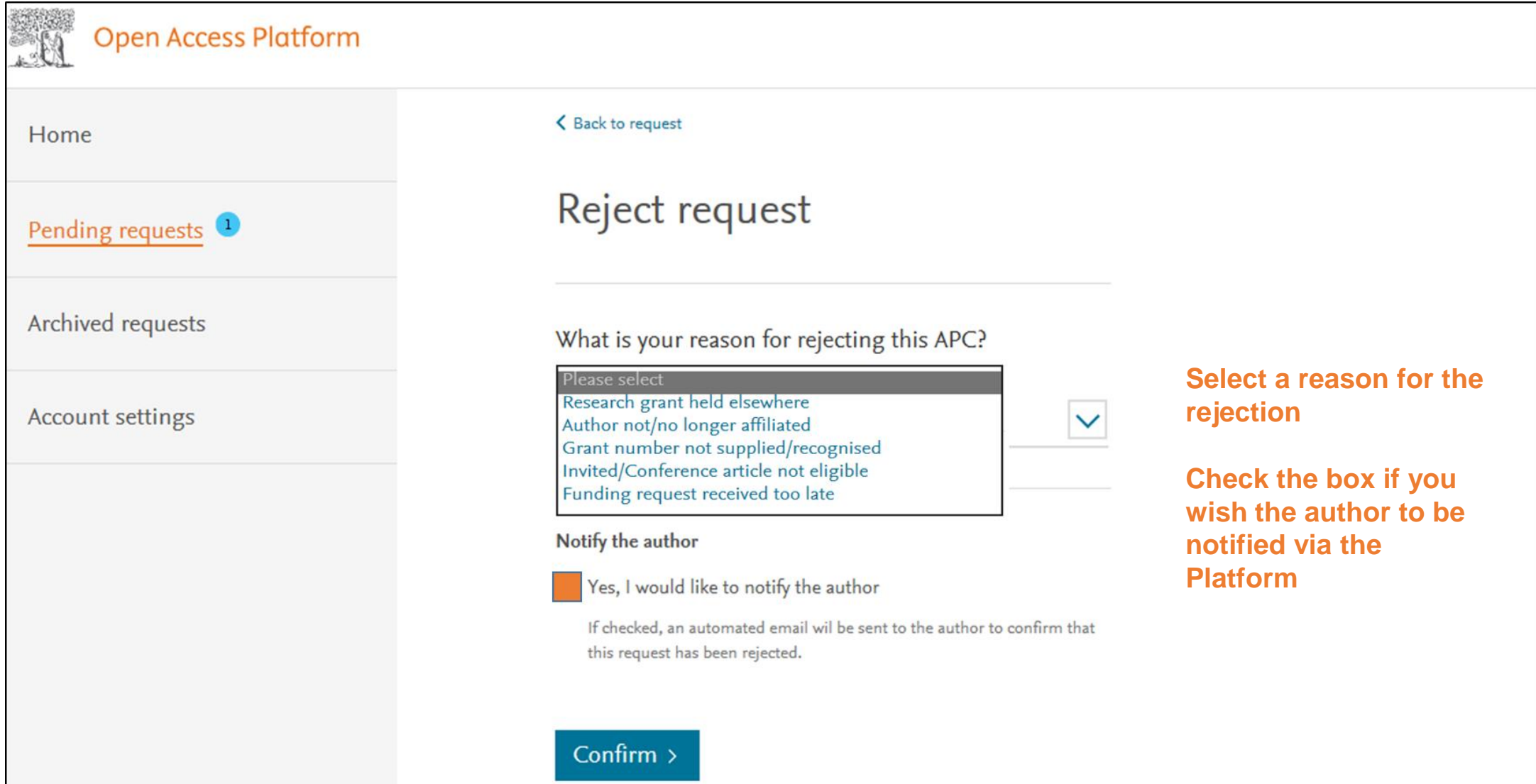
Archived requests

Account settings

You can also reject the APC via the Platform

Click on Reject request to start the process of notifying the author and invoicing

Managing your Platform - Rejecting Requests



The screenshot shows the 'Open Access Platform' interface. On the left is a navigation sidebar with links for 'Home', 'Pending requests' (with a notification badge '1'), 'Archived requests', and 'Account settings'. The main content area is titled 'Reject request' and includes a 'Back to request' link. A dropdown menu is open, showing reasons for rejection: 'Research grant held elsewhere', 'Author not/no longer affiliated', 'Grant number not supplied/recognised', 'Invited/Conference article not eligible', and 'Funding request received too late'. A checkbox next to the dropdown is checked. Below this is a 'Notify the author' section with a checked checkbox and explanatory text. A 'Confirm >' button is at the bottom.

Open Access Platform

Home

Pending requests ¹

Archived requests

Account settings

[Back to request](#)

Reject request

What is your reason for rejecting this APC?

Please select

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

Notify the author

Yes, I would like to notify the author

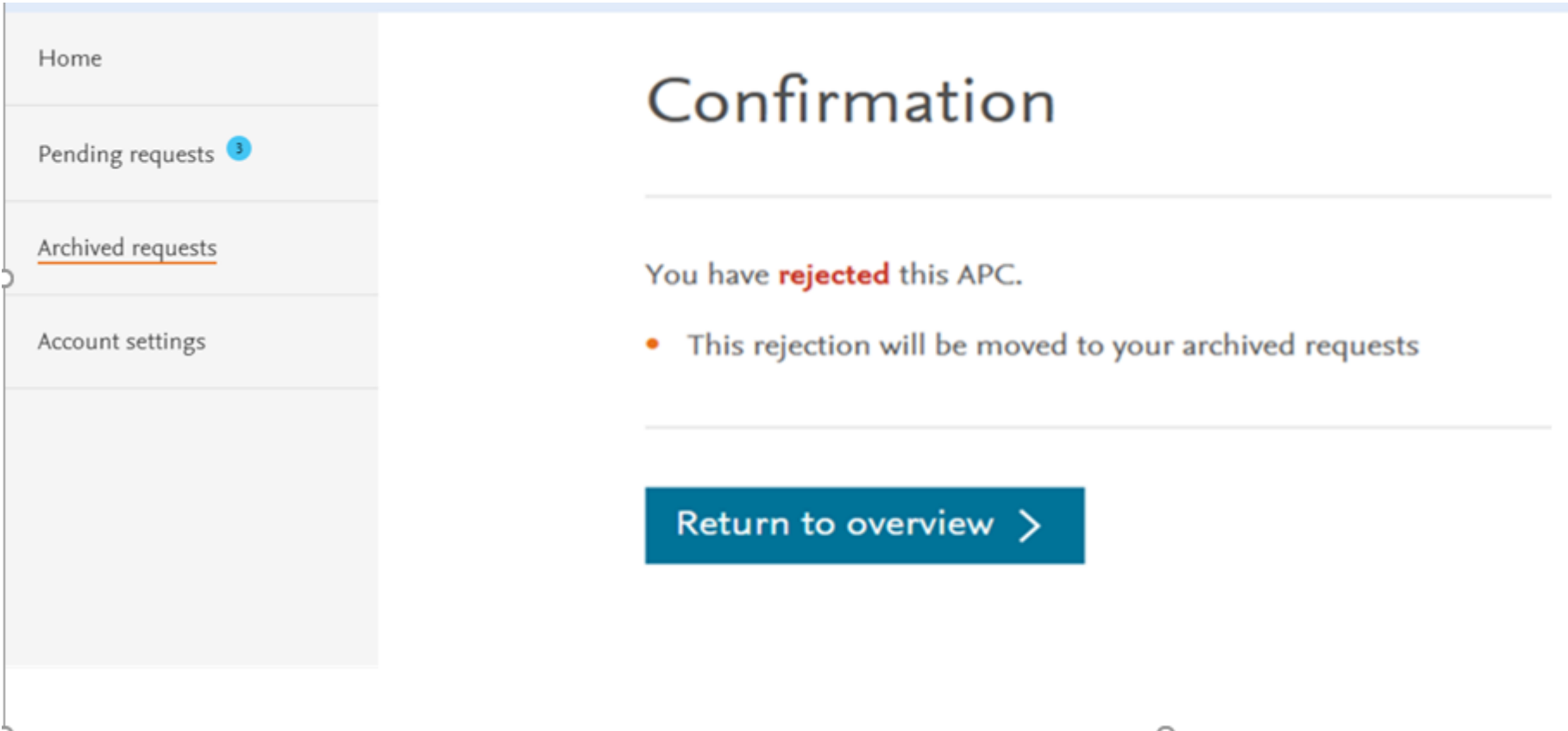
If checked, an automated email will be sent to the author to confirm that this request has been rejected.

[Confirm >](#)

Select a reason for the rejection

Check the box if you wish the author to be notified via the Platform

Managing your Platform - Rejecting Requests



You will receive confirmation that you are about to reject the APC

This will notify Elsevier to invoice the author directly and NOT the institution

Managing your Platform - Rejecting Requests



ELSEVIER

Dear Yemi Sebastian

Vitalija Tatur, of Clark Regional Medical Center **rejected paying the article publication charge for your article** titled, Effects of global warming on mice, PII number S0016236118305453. The rejection reason provided was, Grant number not supplied / recognised.

Please contact the institution 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 details need to be amended, you need to advise of any VAT / Tax registration or exemption details, or if the rejection is overturned by your institute, please contact our [Researcher Support team](#).

Kind regards

Researcher Support

ELSEVIER

If selected, author receives an email confirming that the APC request is rejected with instructions on the next steps

Managing your Platform - Archived Requests

Home

Pending requests 3

Archived requests

Account settings

Archived requests

Download report (.csv) ↓

11th Jul 19 · Accepted by T. UAT
Demo APC Title 005
Ms. Lydia Tacx l.tacx@elsevier.com

11th Jul 19 · Rejected by T. UAT
Demo APC Title 001
Dr. Lydia Tacx l.tacx@elsevier.com

9th Jul 19 · Accepted by T. UAT
Ms. Lydia Tacx l.tacx@elsevier.com

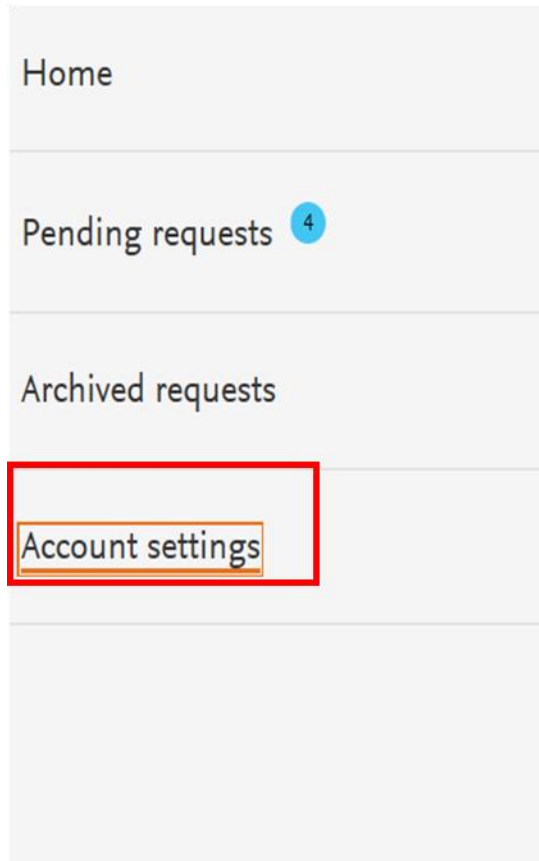
8th Jul 19 · Rejected by T. UAT
Ms. Lydia Tacx l.tacx@elsevier.com

8th Jul 19 · Accepted by T. UAT
This is a Demo APC Title for University of Central Funding

Archived requests shows all APCs that have been accepted or rejected

There is the option to download a report in .csv format of all Archived Requests (see above)

Managing your Platform - Account Settings



Email notification settings ✕

Switch notifications on or off, and add or remove email addresses. This information can be edited by all Open Access administrators for Lappeenranta University of Technology.

aatester2@elsevier.com (your registered email address)

ON

Your registered email address: **aatester2@elsevier.com**

[> Manage pending request notifications](#)

Account Settings enables you to include additional email addresses to receive the author notifications

How we can support you



Open Access Platform



Home

Pending requests 1

Archived requests

Account settings

If you need any support using the Open Access Platform then we have a dedicated resources centre set up

Click on the Help option

How we can support you

Elsevier Open Access Platform Support Center

Using the da...  Search



Using the dashboard

System access

Invoicing

6 results

[Can I register myself or invite colleagues?](#)

Last updated on 12/09/2018

The Elsevier Ordering Platform can only be used on personal invitation, using the email address you've received the invitation on. For more information on access and providing access to...

[Read more](#)

FAQs are posted on Open Access Platform Support Centre. Our Researcher Support team manage this.

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)

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?

Resources & Contact Details

For further resources on the Open Access Platform including a list of FAQs, please go to

<https://service.elsevier.com/app/answers/list/c/15686/supporthub/eoap/>

Making it easier to work with us

Making it simpler for you to manage
Article Publishing Charges

Allowing you to track and manage in
real time

Enabling you to access your data
when you need it





Thank you

