Overview on OJS (From first few visits)

**12.10.2016**

1. Looks like we have OJS 2.4.2.0 which is not the latest version (latest version is 2.4.8.1 – do we need to talk about upgrade with Z-aksys? Will the upgrade provide us more stability and also some functions we were talking about yesterday?)
2. The Journal manager can, at this point, edit/delete announcements, manipulate the file browser, control the masthead, enrol users, edit/delete basic information, access statistics and also make technical changes such as add/delete plug-ins on the website.
3. It is possible to upload a customised peer review form (could that avert the complication of compiling reviewer comments?). We could consider this?
4. The Masthead section is empty as of now – the options are for OJS to automate the listing or for the journal managers to create roles and users and add people under each title
5. The file browser consists of dummy articles (filed under numbers)
6. Regarding prepared emails – The system records 108 items but as per Rakhi’s update, only 20 odd emails have actually been uploaded (or are active) on the OJS
7. The section on users shows them listed under various roles, this however doesn’t reflect in the masthead (even though the option of automated listing by OJS has been selected by default)

**Points from Meeting on 11.10.2016 (attended by Sandhya, Meenakshi and Shraddha)**

1. Need to create a flowchart to see what are the various permutations and combinations available to us (Will try to work on it).
2. Major Queries listed –
   1. Whether the section editor should write directly to the reviewer or does the OJS allow the SE to send it back to the ECs/JMs asking them to proceed?
   2. Does OJS give the journal manager a notification when the reviewers login to view invitation to review?
   3. We need to gain clarity on the steps to followed regarding rejections. If the reviewer says reject do we skip going to the SE and directly send it to the Editor? (General clarity on what are the situations under which to go directly to the Editor?)
   4. In case of conflicting opinions of 2 reviewers (reject vs. revise) – how to compile comments and take forward correspondence with SE on OJS?
   5. Assigning of SEs to a piece – is it possible to maintain section-wise submissions with Journal Managers having freedom to assign editors to the piece?
   6. What would be the frequency of reminders for reviewers?
3. Fixing a virtual meet up with as many members in order to conduct test runs of OJS – preferably this Saturday (15/10/16)? The plan in these test runs would be to identify and note glitches and take that forward with Z-Aksys to have the system up and running asap.