Content Ed Net
INTERNATIONAL MEDICAL PUBLISHING SOLUTIONS

Content Ed Net Reprint Portal

User Guide

Welcome to Content Ed Net's Reprint Portal.

This Portal has been developed specifically to assist with journal article reprint and eprint supply, and with stock ordering and control. It has been designed to help reduce both the cost of reprints and the internal administrative costs associated with reprint and stock management.

The portal allows you to:

. provide a central repository and alert system for all journal articles of interest to the company's molecule/ indication teams

. provide a central platform for the submission of journal article quotation requests

. participate in reprint aggregations thereby reducing the unit cost of articles and benefitting the company overall as well as individual affiliates

. provide a regularly updated record of articles held in stock and a mechanism for ordering from stock

. alert the company HQ and affiliates to other offices' reprint activity

Access to the portal can be made available to as many affiliates and individuals within those affiliates throughout the world as required by the company.

http website to access the portal:

http://contentednet.force.com

User Names and Passwords

Content Ed Net will provide access to the portal to employees at the request of the company.

The company should provide the following information in each case: Name, Job Title, Email address (this will act as the User Name), Country, Molecule and/ or Indication for which the person is responsible.

Content Ed Net's Role

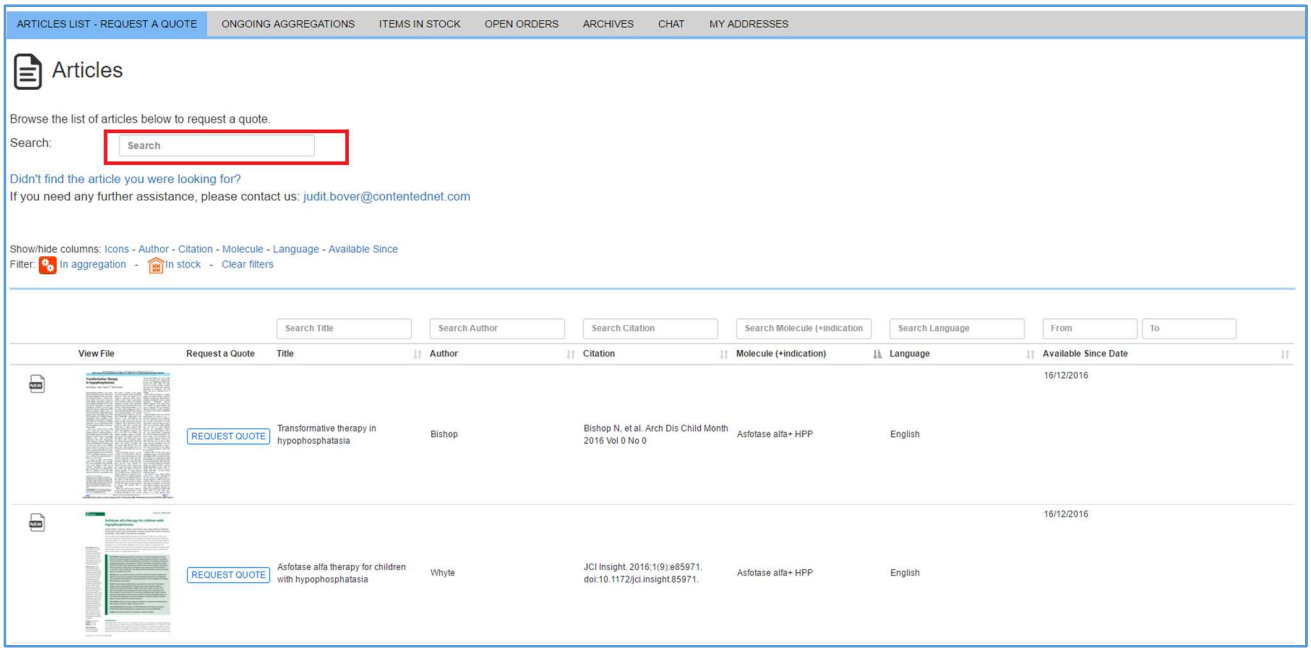
Content Ed Net will project manage the portal, monitor usage and respond to any queries or problems. They will post new articles of interest to the portal, prepare and post quotations, monitor aggregation closing dates, respond to orders placed via the portal, arrange printing, delivery and invoicing.

1. ARTICLES LIST - REQUEST A QUOTE

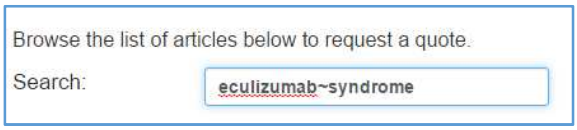
1.1 Article searching, sorting and viewing

All the articles that the user has permission to see (by molecule and indication) are displayed in this list.

The **Search** function allows you to search on **Author**, **Citation**, **Molecule**, **Language**, **Date** (when the article was posted to the portal) and **Tags** (not visible, but searchable). Search is case insensitive, meaning that it will return matched search keywords regardless of whether they are capitalized or in lower case. For example, a search for *Eculizumab* will return the same results as a search for *eculizumab*.



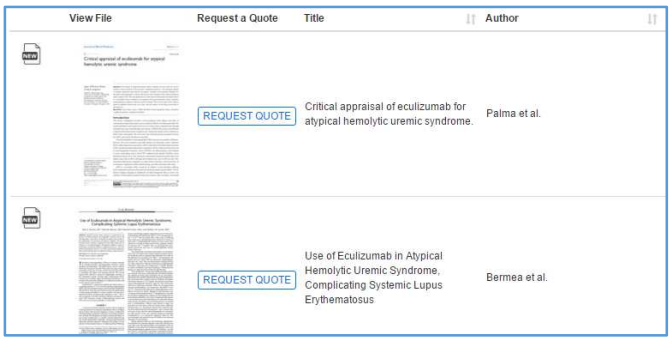
If you are not sure about the order of the words (for example in a title), you can use ~ to mark a succession of any unknown characters:



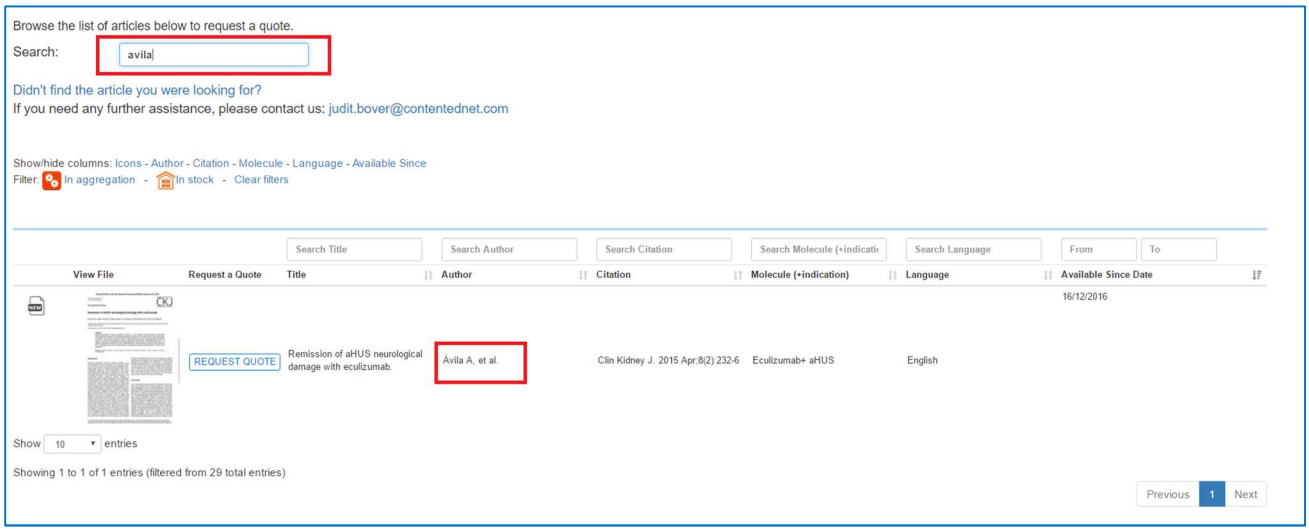
The above search will return 2 results:

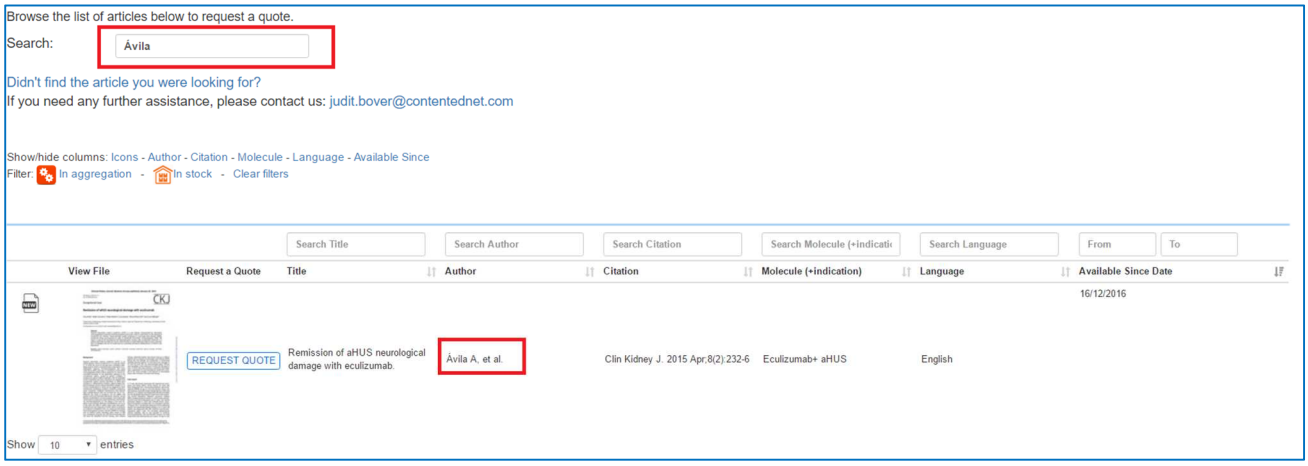
"Critical appraisal of eculizumab for atypical hemolytic uremic syndrome"

"Use of Eculizumab in Atypical Hemolytic Uremic Syndrome, Complicating Systemic Lupus Erythematosus"



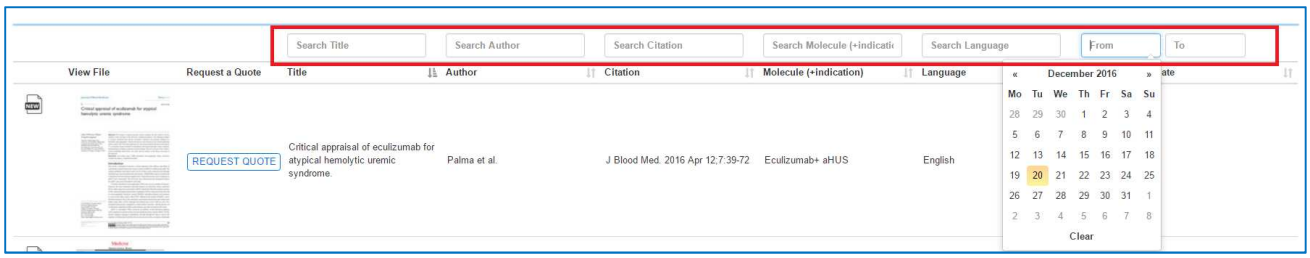
Also, the search for words with **accents** will return the same results as the search for the word without accents, for example: *Ávila* and *Avila* will return the article authored by Ávila in both cases





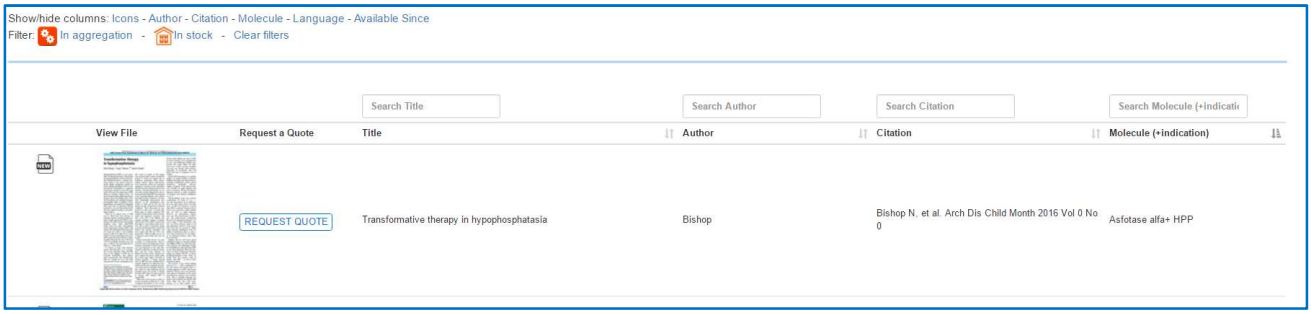
You can arrange the columns in ascending or descending order by clicking ⇅ or ⇊ at the top of the columns.

Also, the input fields at the top of each column allow you to search on the values in that column.

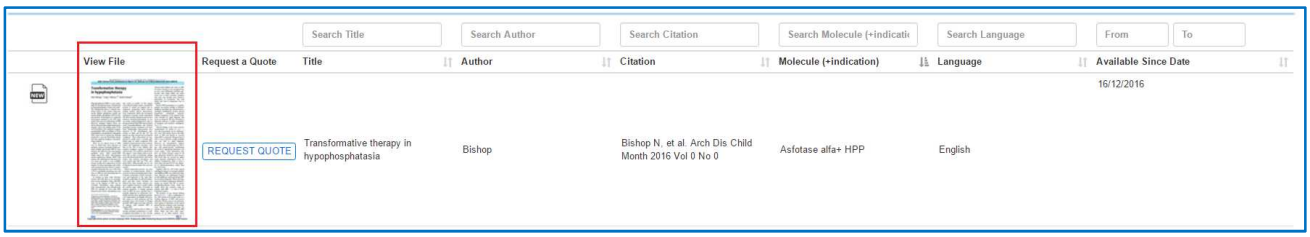


By clicking the Show/Hide columns section, you can choose a more rapid overview of the data you are interested in.

Here is an example of the columns visible in the table after hiding the *Language* and *Available Since* columns:



In order to visualize the article, click the pdf thumbnail from the **View File** column and the full article PDF will open in the browser in a new tab. It is available for viewing but **not downloading**.



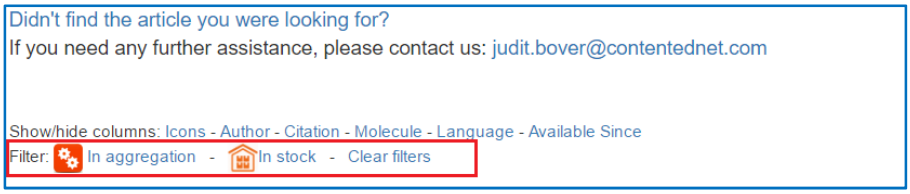
The following **Icons** are used for rapid visualization and identification:

For PDFs that the user hasn't visualized yet.

For articles that are already printed and in stock.

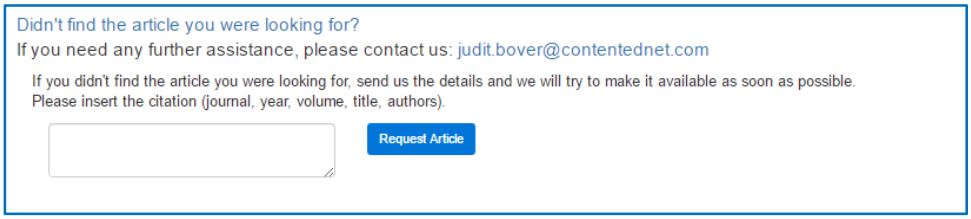
For articles that are already in the process of being aggregated

You can also choose to view only **Items in Stock** or **In Aggregation**, by checking the filters:



Request Article by Citation

If you were not able to find the article you were looking for in the Article List, you can enter the Citation and you will be notified when the article is available on the portal.



1.2 Requesting a quote and ordering

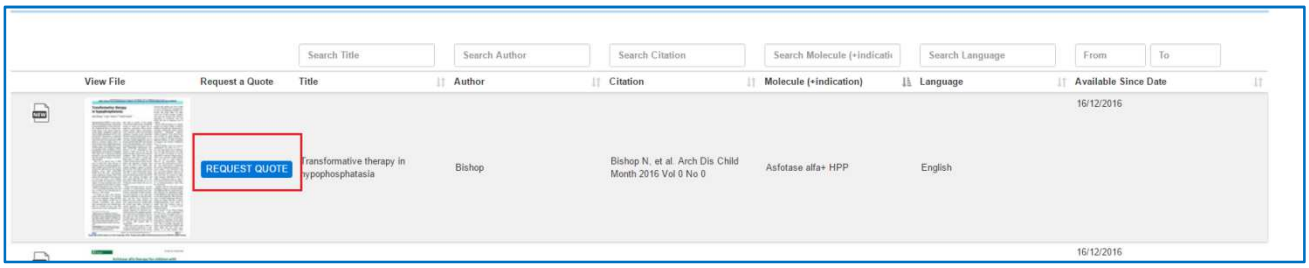
You can choose between two types of article quote requests:

- Simple Quote

Simple Quote should be selected if you wish to receive a quote for your quantity/ country only.

- Aggregation Quote

Aggregation Quote should be selected if you wish to receive a quote for your quantity/ country AND also wish to invite colleagues in other territories to join the quote request. An explanation of Aggregation Quote and its benefits is given below.



1.2.3 Simple Quote

How the Simple Quote Request works

- Select your article, click Request Quote and select Simple Quote when asked what kind of quote you want
- The Create Simple Quote Request page will appear

- Insert your required quantity, select reprint or eprint and whether or not a cover is required
- If you don't want the article in **English**, you can specify **Translation and the language you require** in the open field.
- Fill in the **Quantity**, **Shipping Address, Invoicing Address, Contact and Phone Number**. This is mandatory information needed in order to successfully submit the request. If you have submitted a request previously, your Shipping and the Invoicing address details will be kept in the system and auto-filled in the corresponding fields. Otherwise, the information will be automatically transferred from the **My Addresses** tab.
- Confirm your request. You will be advised that Content Ed Net will upload your price within 24-48 hours
- After successfully submitting the form, the article moves to the **Open Orders** section of the portal described later in this document. You won't be able to request another quote, simple or aggregated, for this article until this order has been delivered and invoiced or the quotation has been formally rejected. (See **Open Orders** section below)

UEST A QUOTE | ONGOING AGGREGATIONS | ITEMS IN STOCK | OPEN ORDERS | ARCHIVES | CHAT | MY ADDRESSES

Creating Simple Quote Request for:

Transformative therapy in hypophosphatasia

Author: *Bishop*
Citation: Bishop N. et al. Arch Dis Child Month 2016 Vol 0 No 0

Insert Quantity:

Quantity: Quantity

- [x] Reprints
  - [x] Reprints with cover
  - [ ] Reprints without cover
    * Only if allowed by publisher
- [ ] e-Prints
- [x] English
- [ ] Translation: Language

Shipping Address:

Use default delivery/invoicing addresses
Please note that we don't deliver to P.O. boxes.

Contact: SecondLaboratory
Phone:

Invoicing Address:

Comments:

Please use this field to request quotes for e-Prints and translations, for delivery to more than one address, or for any additional request.

REQUEST | CANCEL

1.2.3 Aggregation Quote

'Aggregation' means that as many country orders as possible will be printed at the same time in order to increase the print run and reduce unit production costs. This can bring significant pricing benefits to all countries participating in the aggregation as well as to the company overall. Countries with small physician populations, for whom reprint quantities are often small and the cost of solus reprints high, benefit especially from aggregated print runs.

VERY IMPORTANT. It is not possible to participate in an aggregated print run if you want additional information ***printed directly onto the article,*** *such as logos, addresses and codes. Articles requiring this kind of customization must be printed independently.*

If you require customized articles AND want to take advantage of the lower unit price offered by aggregation, please ask your Key Account Manager (KAM) to quote for alternative options. These may involve adding labels to the article once it has been printed, or producing a separate folder into which the article can be inserted.

How the Aggregation Quote Request process works

- Select your article, click Request Quote and select Aggregation Quote when asked what kind of quote you want
- The Create Aggregation Quote Request page will appear
- Insert your required quantity, select reprint or eprint and tick whether or not a cover is required

**VERY IMPORTANT: when submitting your required quantity as part of an aggregation it is important that you make as accurate an estimate as possible of the MINIMUM number of copies you require. This quantity is fed into the overall quantity and affects the unit price. As the quantity increases, the unit price is reduced. Overestimating the number of copies required may therefore result in our quoting a lower unit price than will actually be the case for the final aggregated order. It is better for the final price to be lower than the amount you have budgeted. It is better therefore to underestimate than overestimate the quantity you require.*

- Choose your aggregation time frame – i.e. the length of time you want to give your colleagues to join the aggregation
- Fill in the **Quantity**, **Shipping Address, Invoicing Address, Contact and Phone Number**. This is mandatory information needed in order to successfully submit the request. If you have submitted a request previously, your Shipping and the Invoicing address details will be kept in the system and auto-filled in the corresponding fields. Otherwise, the information will be automatically transferred from the **My Addresses** tab.
- Confirm your request. You will be advised that Content Ed Net will upload price ranges within 24-48 hours

As soon as we have uploaded the price ranges, your colleagues in other countries in the same molecule/ indication group will receive an email alert advising them that a new aggregation request has been created and inviting them to join the aggregation. Clicking the link in the email will take them to the Portal and the 'Aggregation Invite' page for this article. (See under 2. ONGOING AGGREGATIONS below)

Creating Aggregation Quote Request for:

Transformative therapy in hypophosphatasia

Author: *Bishop*
Citation: Bishop N, et al. Arch Dis Child Month 2016 Vol 0 No 0

Insert Quantity:

Quantity: Quantity

☑ Reprints ☐ e-Prints

☑ Reprints with cover

☐ Reprints without cover

* Only if allowed by publisher

☑ English ☐ Translation: Language

Choose aggregation time frame from now:

Select duration

Shipping Address:

Use default delivery/invoicing addresses
Please note that we don't deliver to P.O. boxes.

Contact: Elisabeth Zehetner Joore Phone:

Invoicing Address:

Comments:

Please use this field to request quotes for e-Prints and translations, for delivery to more than one address, or for any additional request.

REQUEST CANCEL

After clicking REQUEST, the order moves to the ONGOING AGGREGATIONS section of the portal and this symbol appears next to the article in ARTICLE LIST – REQEUST A QUOTE. The symbol reminds you that the article is already in the process of being quoted for an aggregated printing.

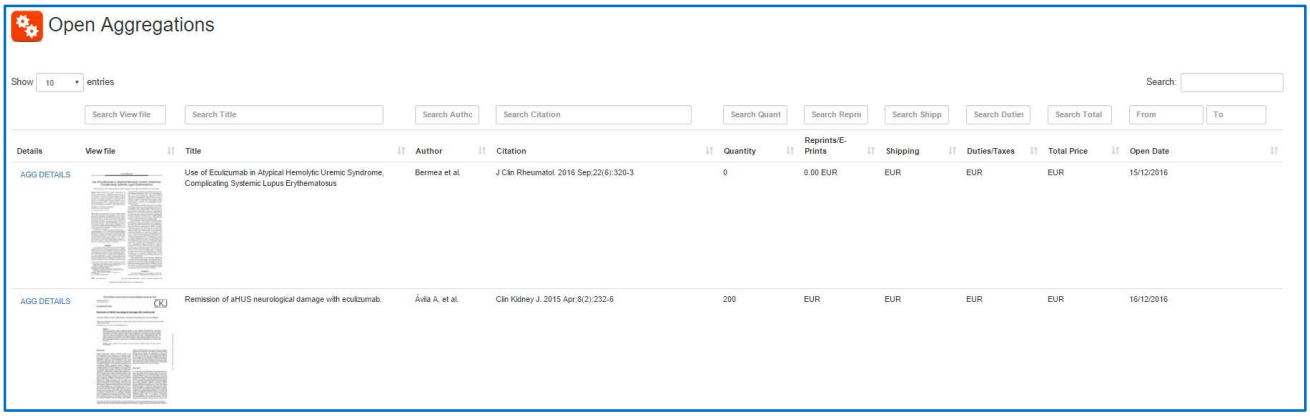
You won't be able to request another quote, simple or aggregated, for this article until this aggregation's time frame expires and the order has been invoiced, delivered, and moved to ARCHIVES.

n.b. If you have already requested the article and are waiting for a single quote, or the article is already in aggregation or in stock, you will receive a warning and will not be allowed to request a new quote until the article is available for new requests.

2. ONGOING AGGREGATIONS

All the articles relevant to your molecule and indication for which you, or someone in your team or in another country, has requested an aggregation quote can be found in this list. This is where you can join aggregations that have been initiated by someone else.

The list has the same searching and sorting functions as the one under ARTICLE LIST - REQUEST A QUOTE, plus it offers additional information regarding the quantities requested, the aggregations and prices.



If you click AGG DETAILS next to the title you are interested in, you will be taken to the 'Aggregation Invite' page.

How the Aggregation Invite page works

Here you can view full details about and start to participate in the ongoing aggregation.

- You will be given full citation details of the paper you are interested in and will also be shown the aggregation start and end dates, i.e. the date the initial requestor selected to close the aggregation. This is the final date that countries and teams can participate in the aggregation
- You will be shown:
  The aggregation quantity - this means the total (aggregated) quantity submitted by all the countries
  The number of participants – this means the number of countries or teams participating in the aggregation

  A country is defined as a request for a quantity coming from a person or several people within a specific molecule or indication team in a single country

  A team is defined as a group of people in the same country with an interest in a particular molecule or indication. The system permits more than one member of the same team to collaborate on a quote request. E.g. for eculizumab + aHUS: member 1 submits a quote request for 300 copies; member 2 can go into the portal, see member 1's request and modify it if necessary

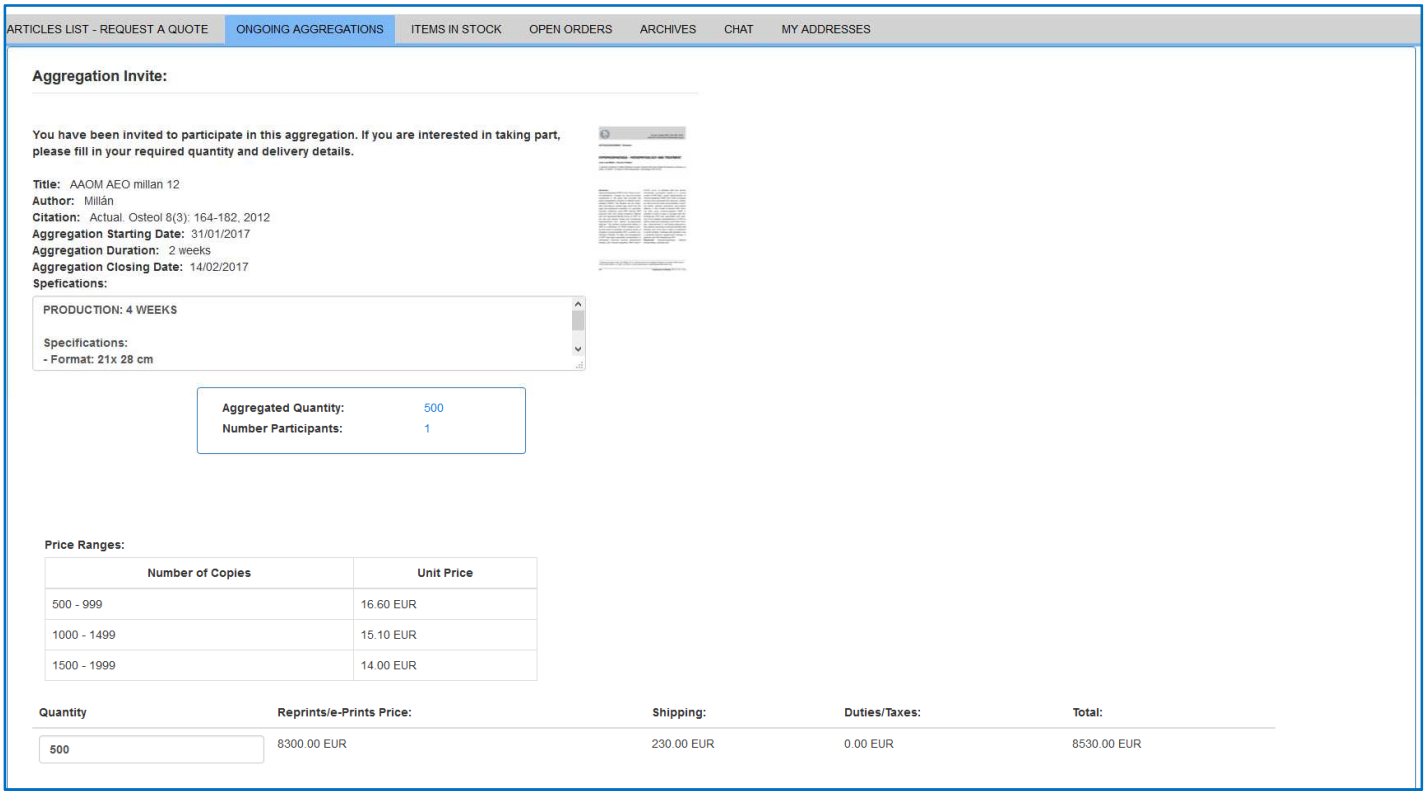
- You will see the unit price for a range of quantities enabling you to work out how much you will pay for the quantity you need.

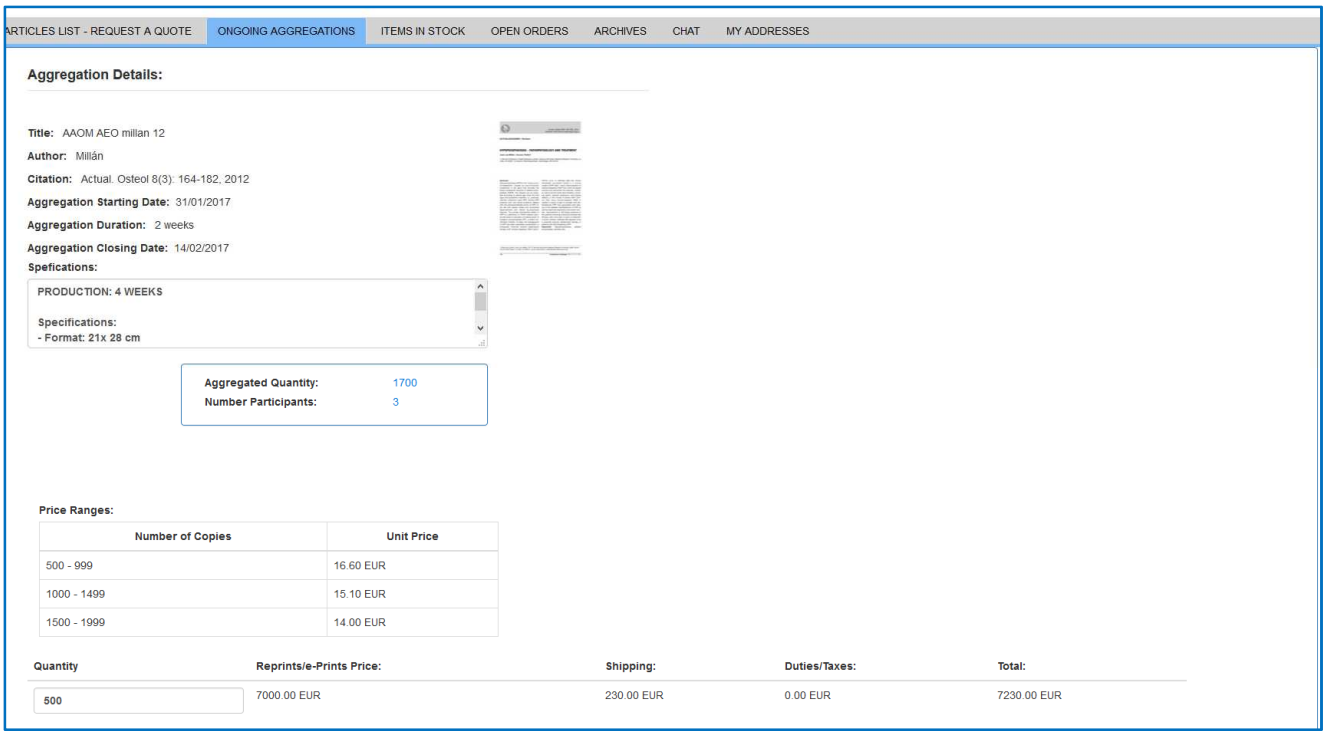
  For example, in the screen shot below:

  The request from the initiator of the quote is for 500 copies. 3 sets of price ranges are quoted showing the unit price per article with each increase in quantity range.

  The price range shows that the unit price for 500 copies is €16.60 so the total price is €8,300

  After 2 other affiliates have joined the aggregation, the total aggregated quantity is 1,700 and the total number of participants is 3. The unit price for 500 copies is now €15.10 and the total price is €7,550





Each country is allowed to change the quantity and the delivery details up to two days before the aggregation expires. Please note however that, if the overall quantity is reduced as a consequence of changes made by an individual country, the unit price of the paper is likely to increase for every participating country. It is very important therefore to be as accurate as possible and not to overestimate when you fill in your quantity for the first time.

The molecule+indication team will receive email alerts reminding them about the aggregation – at the start of the aggregation, midway through the aggregation, and 2 days before the aggregation period ends.

3. ITEMS IN STOCK

In this section, you can see all the papers held in stock for your molecule/ indication and place an order. In the **View File** column you can see the proof or a picture of the article. The same searching and sorting options as for the ARTICLE LIST - REQUEST A QUOTE are available for this section too.

ARTICLES LIST - REQUEST A QUOTE | ONGOING AGGREGATIONS | ITEMS IN STOCK | OPEN ORDERS | ARCHIVES | CHAT | MY ADDRESSES

In Stock

Search: Search

Show/hide columns: Icons - Author - Citation - Molecule - Language - Tags - Available Since

Order from Stock	View File	Units Available	Title	Author	Citation	Molecule (+indication)	Language	Available Since Date
		Search Units Available	Search Title	Search Author	Search Citation	Search Molecule (+indicatic	Search Language	From / To
ORDER FROM STOCK	NA	5000	Cholesteryl ester storage disease: Review of the findings in 135 reported patients with an underdiagnosed disease	Bernstein	Journal of Hepatology 2013 vol. 58 j 1230–1243	sebelipase alfa+ LAL-D	English	16/12/2016
ORDER FROM STOCK	NA	1021	Dynamics of complement activation in aHUS and how to monitor eculizumab therapy	Noris	Blood 2014 Sep 11;124(11):1715-26	Eculizumab+ aHUS	English	13/12/2016
ORDER FROM STOCK	NA	1350	Use of eculizumab for atypical haemolytic uraemic syndrome and C3 glomerulopathies	Zuber	Nat Rev Nephrol. 2012 Nov;8(11):643-57.	Eculizumab+ aHUS	English	13/12/2016
ORDER FROM STOCK		50	An international consensus approach to the management of atypical hemolytic uremic syndrome in children	Loirat	Paediatric Nephrology, January 2016, Volume 31, Issue 1, pp 15-39	Eculizumab+ aHUS	English	13/12/2016

How to order from stock

- Click 'Order From Stock' next to the article in which you are interested
- The' Creating Stock Order for..' page will appear showing the number of copies available in stock for that paper
- Fill in the quantity you require

  n.b. you can only submit a quantity less or equal to the quantity available in stock. If you need more copies than are held in stock, you must fill in the required additional quantity in the Comments section. Your KAM will contact you directly by email to determine timelines and print and delivery options for the additional quantity

- Click the 'Request' button. You will be advised that your request has been processed and that updated costs can be checked in the Open Orders section within 48 hours.

Creating Stock Order for:

Cholesteryl ester storage disease: Review of the findings in 135 reported patients with an underdiagnosed disease

Author: *Bernstein*
Citation: Journal of Hepatology 2013 vol. 58 j 1230–1243

Units Available: 5000
Validity date:
Item Number:
Specifications:
0

Quantity to order: Quantity

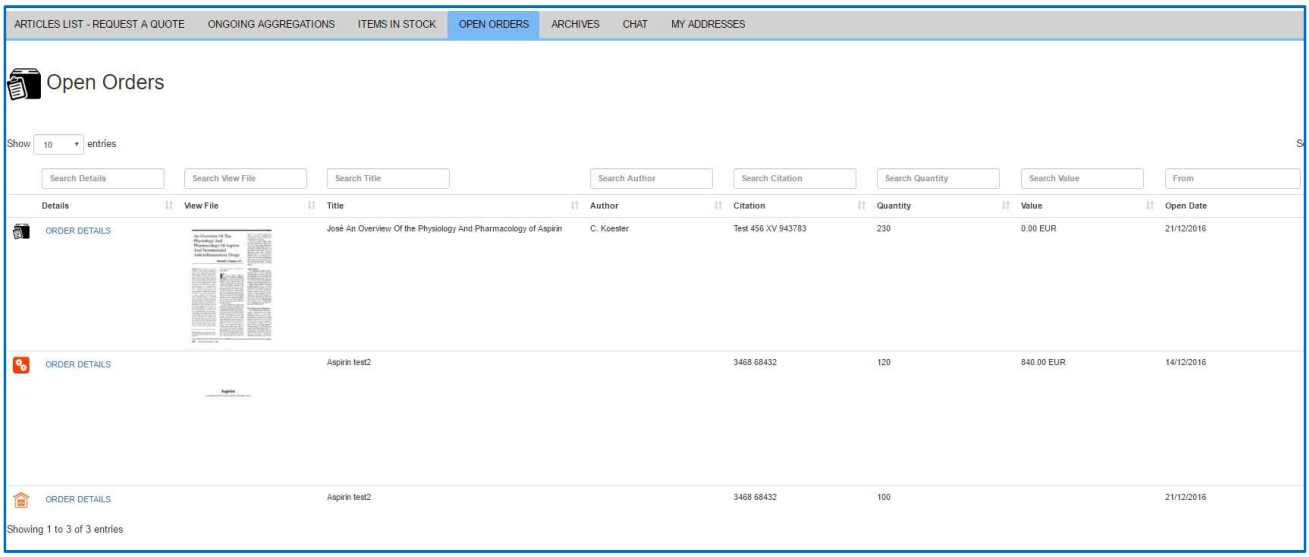
Quantity should be less or equal to the one in stock. If you need additional copies, please state the quantity you require in the comments section below.

Shipping Address:

It is mandatory that you complete the fields for **Quantity**, **Shipping Address**, **Invoicing Address**, **Contact** and **Phone Number**. If you have already submitted a previous order, the Shipping Address and Invoicing Address fields will be automatically filled in with the last used address.

Items in stock are valid until the stated Validity Date.

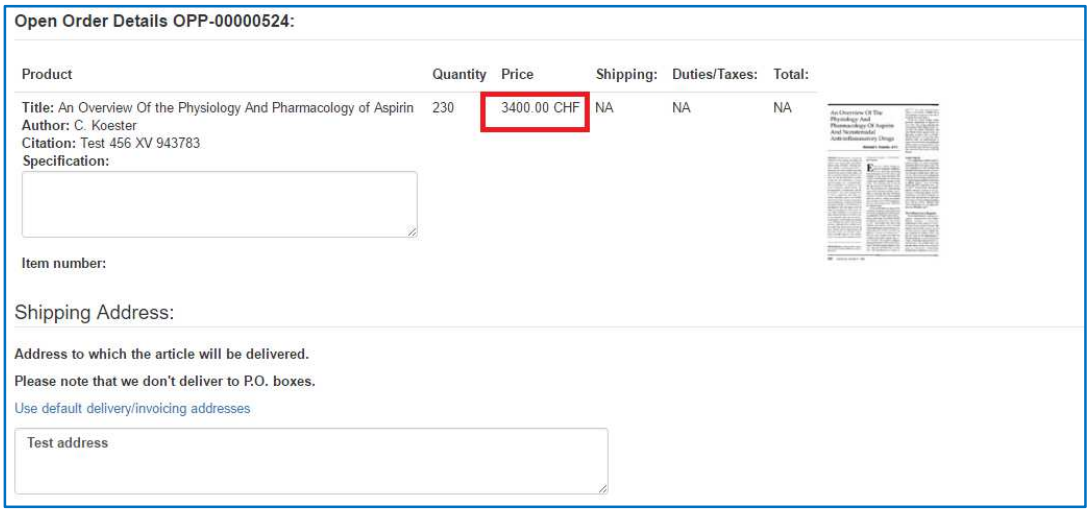
4. OPEN ORDERS



This section shows your orders underway and their current status. There are 3 types of orders

1. Simple Orders

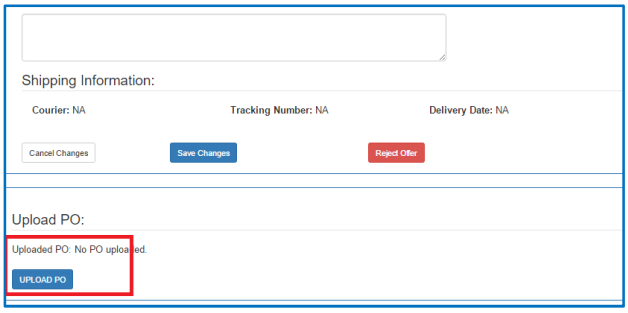
You will find here your quotation and the cost of delivery.



If you don't approve the quotation, you can click Reject Order on the bottom of the page and your request is archived under the ARCHIVES tab.

If you approve the quotation, you will required to upload your Purchase Order.

Once the article has been printed and dispatched, you will be able to find tracking information and the expected delivery date.



After the order has been delivered it will move under the ARCHIVES tab

2. Closed Aggregation for which the aggregation period has ended

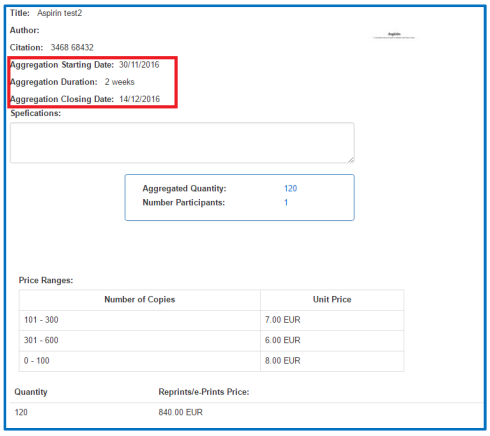
Here you will find details of your individual quote as a participant in the aggregation. You will see the quantity you wish to order, the unit price, delivery costs, taxes payable (if any).

If you don't approve the quotation, you can click Reject Order on the bottom of the page and it gets archived under the ARCHIVES tab.

If you approve the quotation, you will be required to upload your Purchase Order

Once the article has been printed and dispatched, you will be able to find tracking information and the expected delivery date.

It will not be possible to change any details regarding quantity, delivery address, contact or phone at this stage other by contacting the KAM directly.



3. Stock Orders

Shipping costs for stock orders will be posted here. If you wish to place an order, you will be required to upload a document confirming your order and to whom the invoice should be sent. A Purchase Order is not required.

5. ARCHIVES

This section archives all of the user's activity to date: completed aggregations, aggregations where the user has entered then declined to proceed with the aggregation, delivered reprint orders, declined reprint orders, and completed stock orders.