

Research Dashboard User Guide



The Taylor & Francis Research Dashboard gives you visibility of all papers from corresponding authors affiliated with your institution on acceptance and allows you to:

View accepted article metadata from affiliated authors

Approve or decline articles for APC funding

Receive author requests to make particular articles open access

Monitor your current allocations and download historical transactions for reporting

Getting started - register your user account

1. Once we have activated your account on the Research Dashboard you will receive a confirmation email from our APC team asking you to register.
2. Enter your full name, email address (this should be the same as the one you have already logged with us), and create a password.
3. Read and tick 'I agree to the Terms & Conditions' box and click on the 'Sign up' button.

Create your account
Your account is shared across Taylor & Francis eBooks website and our submission interface

Full name required

Email address

Country/Region

Password must be at least 8 characters long and include at least one of each of 0-9, a, A-Z and special (eg. ! @ # %)

Confirm password

Taylor & Francis Group uses the details that you shared here to create an account for you.
Taylor & Francis Group would also like to use your e-mail address to send you offers and information about related products and services that we think will be of interest to you.
You may opt out of receiving these messages at any time by clicking unsubscribe.

You can find more information in our [privacy policy](#).

If you do not want to receive marketing communication from us, please tick the box

I agree to the [Terms & Conditions](#)

SIGN UP

Already have an account? [Log in](#)

Verify your user account

An email will be sent directly to your inbox, simply click on the link provided to verify your email address.

Thank you for registering an account at Taylor & Francis. In order to complete the registration process please click on the button to verify your email address.

VERIFY

Please note that this link is valid for only 14 days.

If you have any further queries please contact our Customer Services team at support@taylorfrancis.com who will be happy to help.

Thanks,
Taylor & Francis Online Customer Services

Verify your email
Click on the link sent to elton.drego@northgateps.com to verify your email address. If you have not received it, [resend the email](#).

Visit: www.taylorfrancis.com/oashboard to access the Dashboard.
Don't forget to bookmark the page!

You're all set!

To find your way around the dashboard, simply use the menu on the left hand side, where you can select; *Running Total*, *Accepted Articles*, *Action Required*, *Approved Articles*, and *Declined Articles*.

Running Total

You can monitor your current article allocation and download historical transactions for reporting. The metadata is updated every 12 hours.

Report generated	Type	Current Balance	Running Total				
2017 May 23	Prepayment	€	0.0				
2017 Apr 07							
About Caption							
Transaction Date	Type	Book	Running	Last Price	Discount	Overhead	Running Total
2017 Mar 28	Drawdown	EUR	0.0	0.0	100%	0.0	0.0
Ethics and Social Studies							
Transaction Date	Type	Open	Summary	Last Price	Discount	Overhead	Running Total
2017 Mar 28	Drawdown	EUR	0.0	0.0	100%	0.0	0.0
Journal of Cultural Geography							
Transaction Date	Type	Open	Summary	Last Price	Discount	Overhead	Running Total
2017 Mar 24	Drawdown	EUR	0.0	0.0	100%	0.0	0.0

Accepted Articles

You can view accepted article metadata including DOI and funder information (if available), for the latest accepted articles by authors whose email address or affiliation matches your institution.

Report generated	Type	Current Balance	Action		
2017 May 23	Prepayment	€			
Capturing Context-Related Change in Emotional Dynamics via Fixed Moderated Time Series Analysis					
Author	Journal Title	Submission Date	OA Profile	Price	Action
Elisavete Adolf	Multivariate Behavioral Research	Open Select			Approve Decline
Deliberation Versus Placemaking: Take a Closer Look into Indoor Noise from Placemaking's Perspective					
Author	Journal Title	Submission Date	OA Profile	Price	Action
Elisavete Adolf	Journal of Interpersonal Violence	Open Select			Approve Decline
LPI and LPI-Induced Anisotropic Mechanisms of Longitudinal Brain Growth					
Author	Journal Title	Submission Date	OA Profile	Price	Action
Elisavete Adolf	Multivariate Behavioral Research	Open Select			Approve Decline

Click on the 'expand' icon to view the author's email address, DOI, organisation name, acceptance date, DOI, and research funder.

Author	Journal Title	Submission Date	OA Profile	Price	Action
Elisavete Adolf	Multivariate Behavioral Research	Open Select			Approve Decline
Capturing Context-Related Change in Emotional Dynamics via Fixed Moderated Time Series Analysis					
Author	Journal Title	Submission Date	OA Profile	Price	Action
Elisavete Adolf	Multivariate Behavioral Research	Open Select			Approve Decline
Author Email: adolf@bingberlin.org.de					
Organization name: Max-Planck Institute for Human Development					
Address: Am Neuen Platz 1, 10178 Berlin, Germany					
Phone: +49 30 649 123 456					
Fax: +49 30 649 123 456					
Research funder: Alexander von Humboldt Foundation / Max-Planck-Gesellschaft					
Invoice: Not Provided					
Acceptance Date: 2017-Apr-14					

You can apply filters to your view by article type, open access profile, and funder.

Search by Author Name, Article Title, Journal, Email, ORCID, DOI

Article: [Open Select]

Funder: All

Please note: Filters have been applied to this display

DOWNLOAD AS CSV

CLEAR FILTERS

From here you can 'Approve' or 'Decline' an article. You may have more than one fund to choose from, if so you can select the relevant fund from the drop down list

Look out for the 'Download as CSV' button throughout the dashboard to download transactional information

Approve Article

Capturing Context-Related Change in Emotional Dynamics via Fixed Moderated Time Series Analysis

Price:

Select fund: Default Fund

CONFIRM CLOSE

Decline Article

This article doesn't belong to our institution.

CONFIRM CLOSE

When declining an article, please add a short reason.

Action Required Articles

When an author chooses to publish their article open access before you have approved the article on the Research Dashboard, it will appear on the 'Action Required Articles' tab. On this tab you can see all author requests for open access funding from your institution and approve or decline these requests.

Author	Journal Title	Submission Date	OA Profile	Price	Action
Elisavete Adolf	Multivariate Behavioral Research	Open Select			Approve Decline

Approved Articles

When articles are approved, they will automatically be moved to the 'Approved Articles' tab, where you can also view all records, back to the start of your open access agreement.

Author	Journal Title	Submission Date	OA Profile	Price	Action
Elisavete Adolf	Multivariate Behavioral Research	Open Select			Approve Decline

Declined Articles

When articles are declined, they will automatically be moved to the 'Declined Articles' tab, where you can view all records, back to the start of your open access agreement.

Author	Journal Title	Submission Date	OA Profile	Price	Action
Elisavete Adolf	Multivariate Behavioral Research	Open Select			Approve Decline

Submitted Articles

This section is currently in development throughout 2020 and will allow you to view all articles by corresponding authors on submission. Once fully functioning, you will be able to pre-approve or pre-decline articles for APC funding, if accepted for publication.

Frequently asked questions

- **Can the notification email be sent to multiple email addresses?**
Yes, just let us know the contact's name and email address and we can set this up for you.
- **We have more than one decision maker; can we have more than one user?** Yes. All users need to create their own personal log-in. Let us know the contact's name and email address and we will prepare this on the dashboard and work with them to get them started.
- **Are authors informed when their article is approved for funding?**
Yes. An email is sent out to notify the author of this, and what they need to do next to publish open access.
- **A user approved an article, but it has been published behind the pay-wall. Why?** We aim to publish all articles open access when approval is confirmed prior to publication. However, on occasion there may be a short delay so the article is made open access after publication. Please contact apc@tandf.co.uk if you would like to check on the status of an article.

Get in touch!

We hope that the Research Dashboard will make it easier for you to manage your agreement with us. We are continually developing this tool, and welcome any questions, comments or feedback. Simply email Sabyasachi.Bhuyan@tandf.co.uk.

Please contact your local sales representative if you would like to discuss your open access agreement or make changes to your Research Dashboard account:

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