

# Elsevier Open Access Platform

Fixed Quantity 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/](https://service.elsevier.com/app/home/supporthub/eoap/)

## In this guide

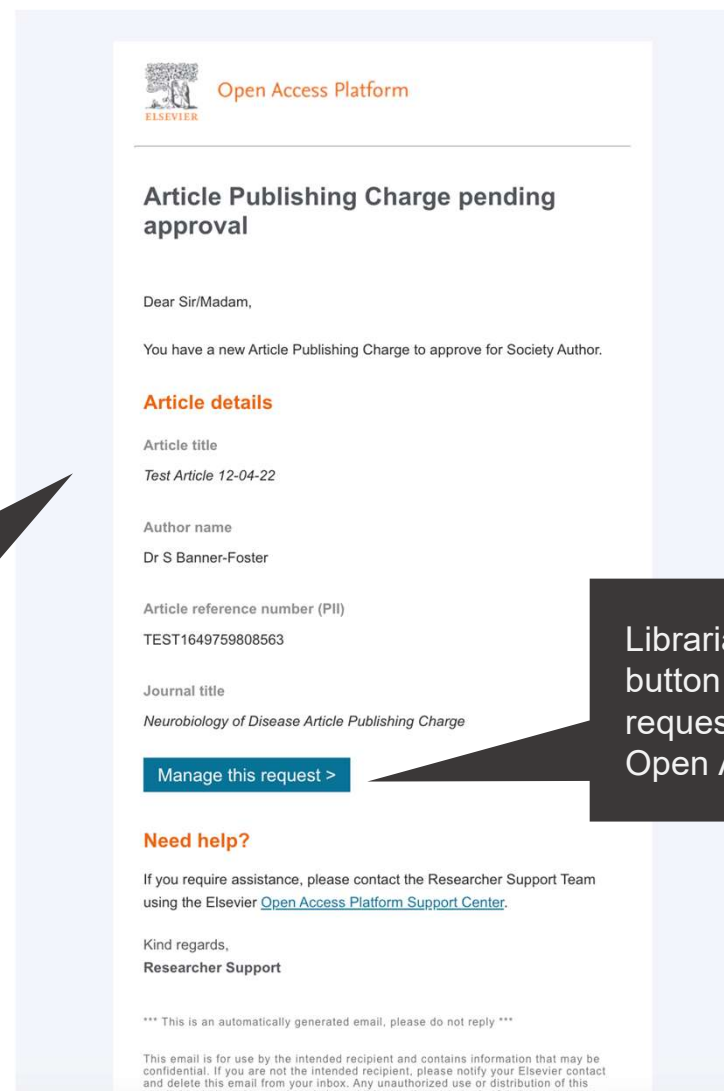
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<b>Requests</b>	6-20
Managing pending requests	
Approved requests tab	
Rejected requests tab	
All requests tab	
Reporting	
<b>Agreement dashboard</b>	21-25
Overall view	
Institution view	

## 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.

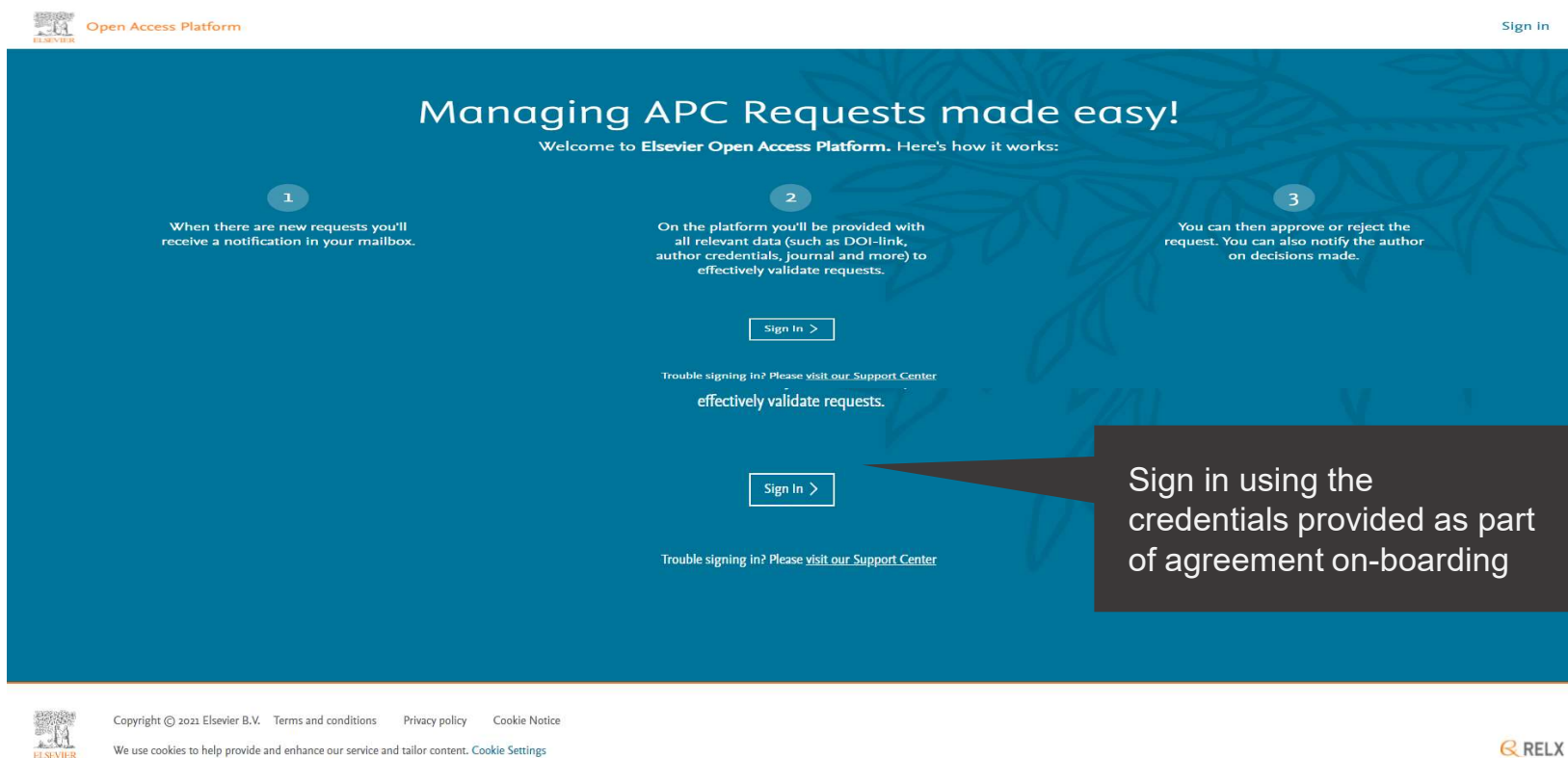
The email provides information on the request



Librarians click on button to manage the request on the Elsevier Open Access Platform

# The welcome screen

Sign in to the Elsevier Open Access Platform.



The screenshot shows the 'Managing APC Requests made easy!' welcome screen. It features a blue background with a leaf pattern. The header includes the Elsevier logo, 'Open Access Platform', and a 'Sign in' link. The main content area has three numbered steps: 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.', and 3. 'You can then approve or reject the request. You can also notify the author on decisions made.' Below these steps are two 'Sign In >' buttons, each with a link to the 'Support Center' for trouble signing in. A dark grey callout box points to the second 'Sign In >' button, containing the text: 'Sign in using the credentials provided as part of agreement on-boarding'. The footer includes the Elsevier logo, copyright information (© 2021 Elsevier B.V.), links to 'Terms and conditions', 'Privacy policy', and 'Cookie Notice', a statement about cookie usage, and the RELX logo.

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](#) effectively validate requests.

Sign In >

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

Sign in using the credentials provided as part of agreement on-boarding

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We use cookies to help provide and enhance our service and tailor content. [Cookie Settings](#)

RELX

## The homepage

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



Requests Agreement dashboard 



### Requests

Review and manage all Article Publishing Charges

[Pending] Requests contains all Article Publishing Charges (APCs) that need to be actioned



### Account settings

View your personal information and manage your institution(s) and administrators

Your and your institutions' personal settings



### Agreement dashboard

View your Article Publishing Charge usage and balance

Details of the APC uptake and usage under the agreement



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We use cookies to help provide and enhance our service and tailor content. [Cookie Settings](#)

 RELX

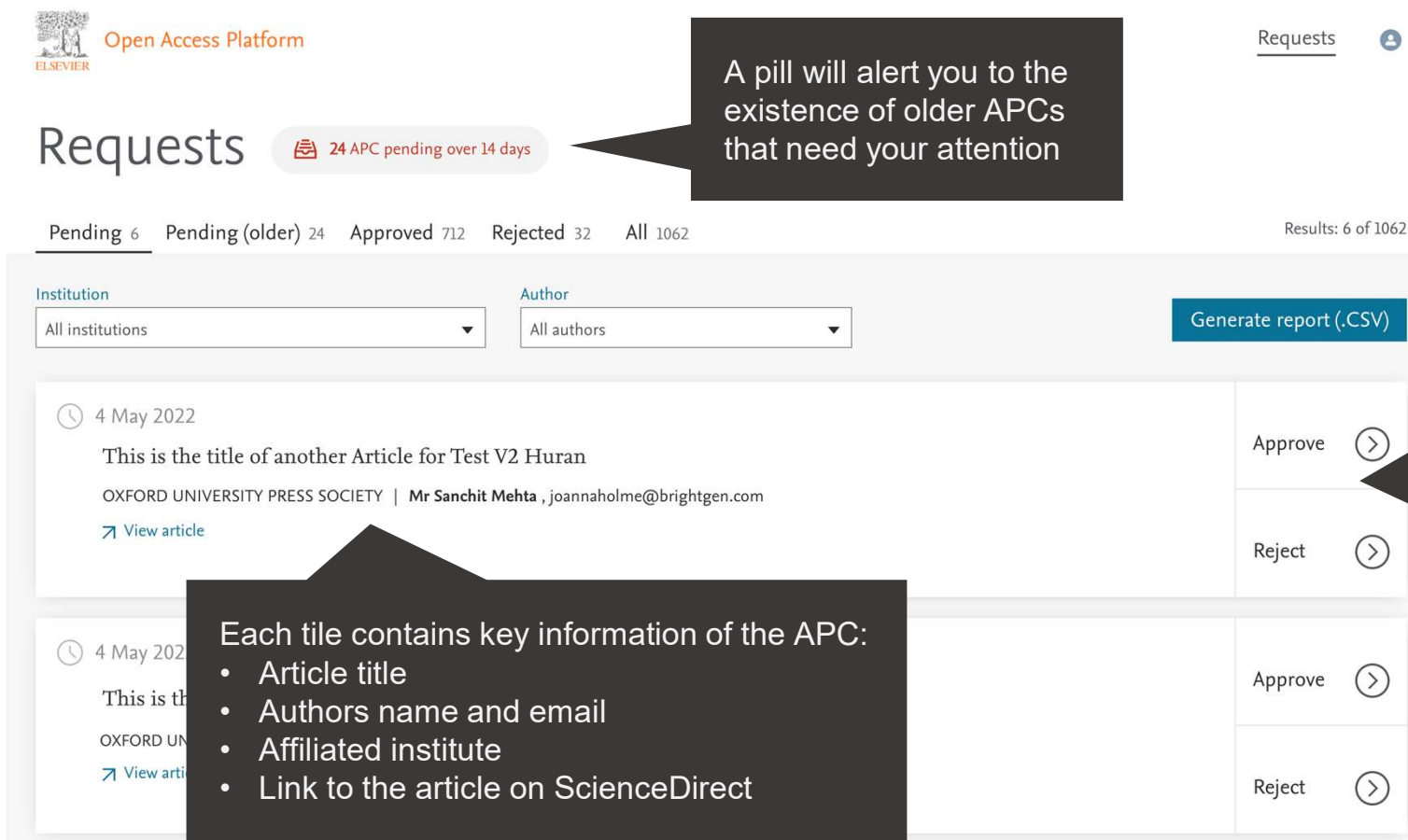
# Requests

Managing your Article Publishing  
Charges



## Pending requests tab


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



Open Access Platform

### Requests

24 APC pending over 14 days

Requests 

Pending 6 Pending (older) 24 Approved 712 Rejected 32 All 1062 Results: 6 of 1062

Institution: All institutions Author: All authors [Generate report \(.CSV\)](#)

4 May 2022

This is the title of another Article for Test V2 Huran

OXFORD UNIVERSITY PRESS SOCIETY | Mr Sanchit Mehta, joannaholme@brightgen.com

[View article](#)

Approve >

Reject >

4 May 2022

This is th

OXFORD UN

[View arti](#)

Approve >

Reject >

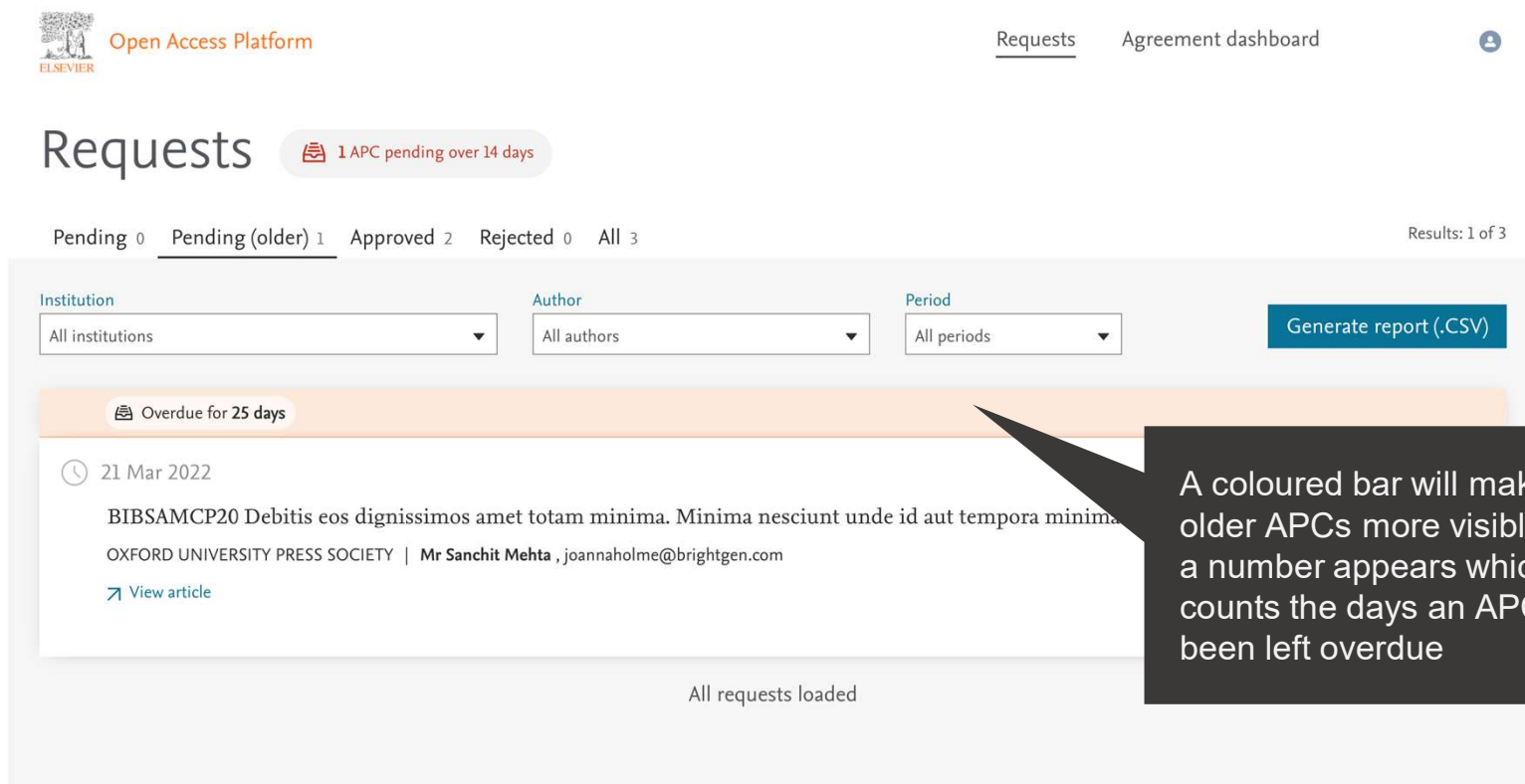
Each tile contains key information of the APC:

- Article title
- Authors name and email
- Affiliated institute
- Link to the article on ScienceDirect

Based on this information you can chose to approve or reject the request

## Pending (older) requests tab

Contains all Article Publishing Charges (APCs) older than 14 days that need to be actioned.



The screenshot shows the 'Requests' tab in the Elsevier Open Access Platform. At the top, there's a navigation bar with 'Open Access Platform', 'Requests', and 'Agreement dashboard'. Below this, the 'Requests' section has a sub-header '1 APC pending over 14 days'. A filter bar shows 'Pending (older) 1', 'Approved 2', 'Rejected 0', and 'All 3'. Below the filter bar, there are three dropdown menus: 'Institution' (All institutions), 'Author' (All authors), and 'Period' (All periods). A 'Generate report (.CSV)' button is on the right. The main content area shows a list of pending APCs. The first entry is highlighted with an orange bar and a clock icon, indicating it is 'Overdue for 25 days'. The entry details include the date '21 Mar 2022', the article title 'BIBSAMCP20 Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima', the publisher 'OXFORD UNIVERSITY PRESS SOCIETY', and the author 'Mr Sanchit Mehta, joannaholme@brightgen.com'. A 'View article' link is provided. At the bottom, it says 'All requests loaded'.

Open Access Platform

Requests Agreement dashboard

### Requests

1 APC pending over 14 days

Pending 0 Pending (older) 1 Approved 2 Rejected 0 All 3 Results: 1 of 3

Institution Author Period

All institutions All authors All periods

Generate report (.CSV)

Overdue for 25 days

21 Mar 2022

BIBSAMCP20 Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima

OXFORD UNIVERSITY PRESS SOCIETY | Mr Sanchit Mehta, joannaholme@brightgen.com

[View article](#)

All requests loaded

A coloured bar will make older APCs more visible and a number appears which counts the days an APC has been left overdue



## Searching / Filtering

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



Open Access Platform

### Requests

24 APC pending over 14 days

Pending 6 Pending (older) 24 Accepted 712 Rejected 32 All 1062

Institution

All institutions

Aalto University

National Institute of Health and Medical Research Pathophysiology and Treatment of Liver Disease

Oxford University Press Society

Test American Society for Gastrointestinal Endoscopy

University of California Riverside

University of Oxford

If you are responsible for multiple institutions you can search by institution name



Open Access Platform

### Requests

24 APC pending over 14 days

Pending 6 Pending (older) 24 Accepted 712 Rejected 32 All 1062

Institution

All institutions

Author

All authors

Dr Ayyappan Sundar

Dr. Aaliyah Emard

Dr. Abigail Wyman

Dr. Abdullah Strosin

Dr. Adelbert Bartoletti

Dr. Adele Fahey

Dr. Adonis Conn

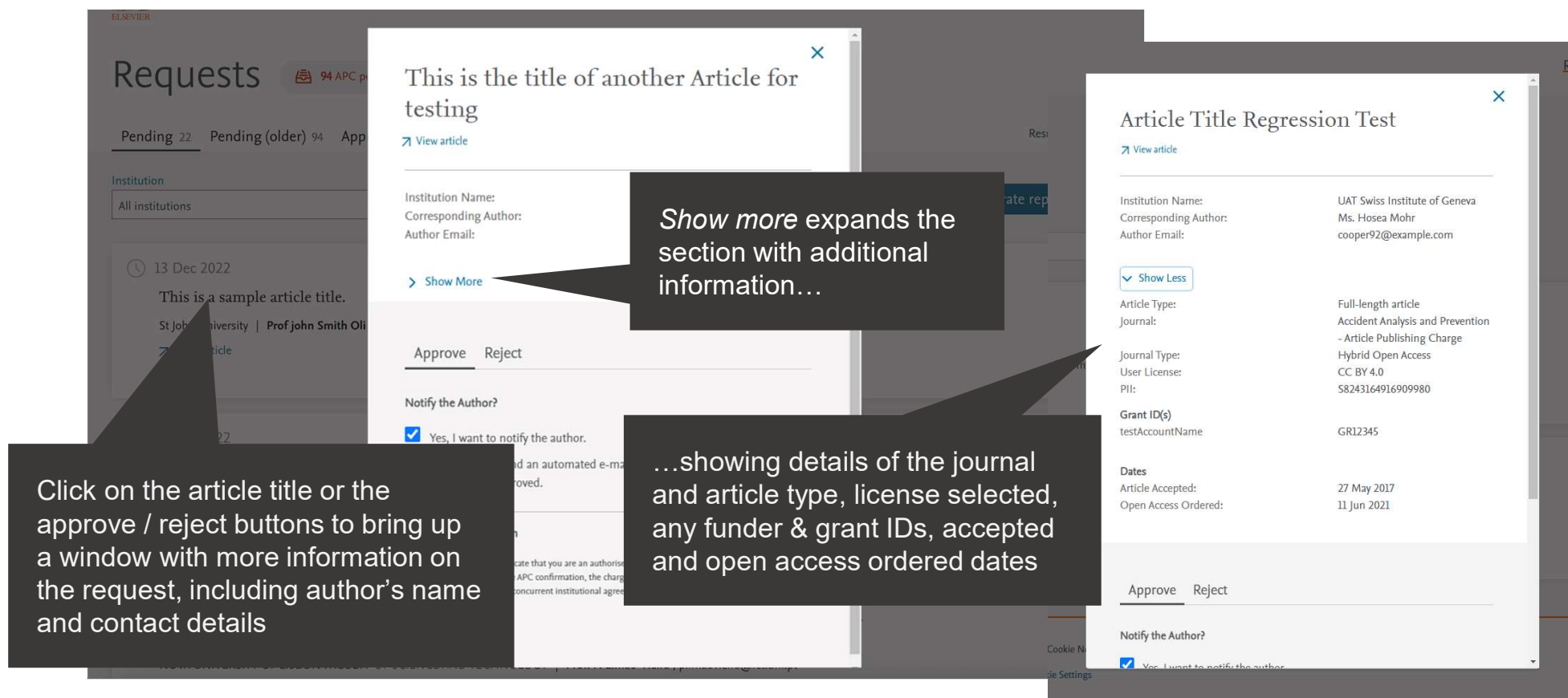
Dr. Aida W

Dr. Aimee

Additionally, you have the option to search by author name

## APC detail window

Displays full details of the APC request which allow you to approve or reject it.



**Requests** 94 APC p

Pending 22 Pending (older) 94 App

Institution  
All institutions

13 Dec 2022

This is a sample article title.

St John's University | Prof John Smith Oli

7 article

22

**This is the title of another Article for testing**

[View article](#)

Institution Name:  
Corresponding Author:  
Author Email:

[Show More](#)

**Article Title Regression Test**

[View article](#)

[Show Less](#)

Institution Name: UAT Swiss Institute of Geneva  
Corresponding Author: Ms. Hosea Mohr  
Author Email: cooper92@example.com

Article Type: Full-length article  
Journal: Accident Analysis and Prevention  
- Article Publishing Charge

Journal Type: Hybrid Open Access  
User License: CC BY 4.0  
PII: S8243164916909980

Grant ID(s)  
testAccountName GR12345

Dates  
Article Accepted: 27 May 2017  
Open Access Ordered: 11 Jun 2021

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

Notify the Author?  
☒ Yes, I want to notify the author.

...showing details of the journal and article type, license selected, any funder & grant IDs, accepted and open access ordered dates

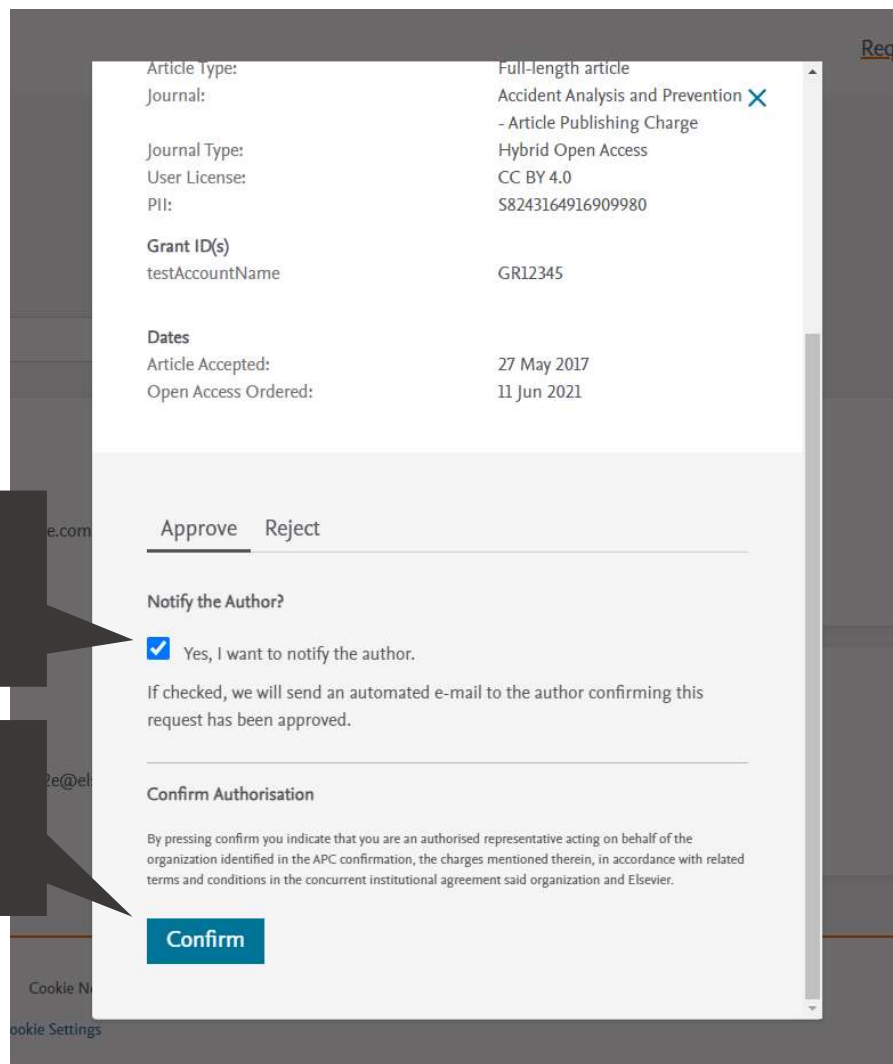
Click on the article title or the approve / reject buttons to bring up a window with more information on the request, including author's name and contact details

## 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



Article Type: Full-length article

Journal: Accident Analysis and Prevention X

Journal Type: Hybrid Open Access

User License: CC BY 4.0

PII: S8243164916909980

**Grant ID(s)**

testAccountName GR12345

**Dates**

Article Accepted: 27 May 2017

Open Access Ordered: 11 Jun 2021

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

**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.

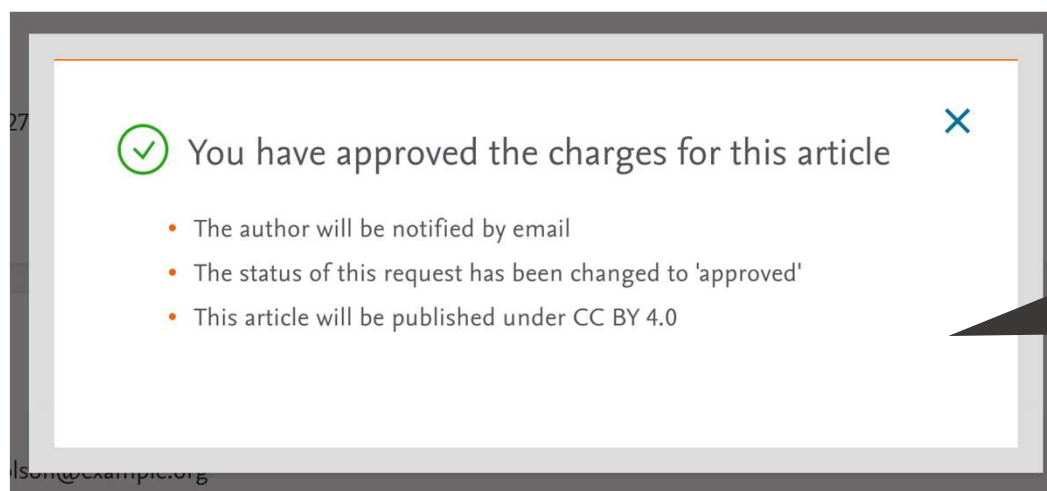
**Confirm Authorisation**

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.

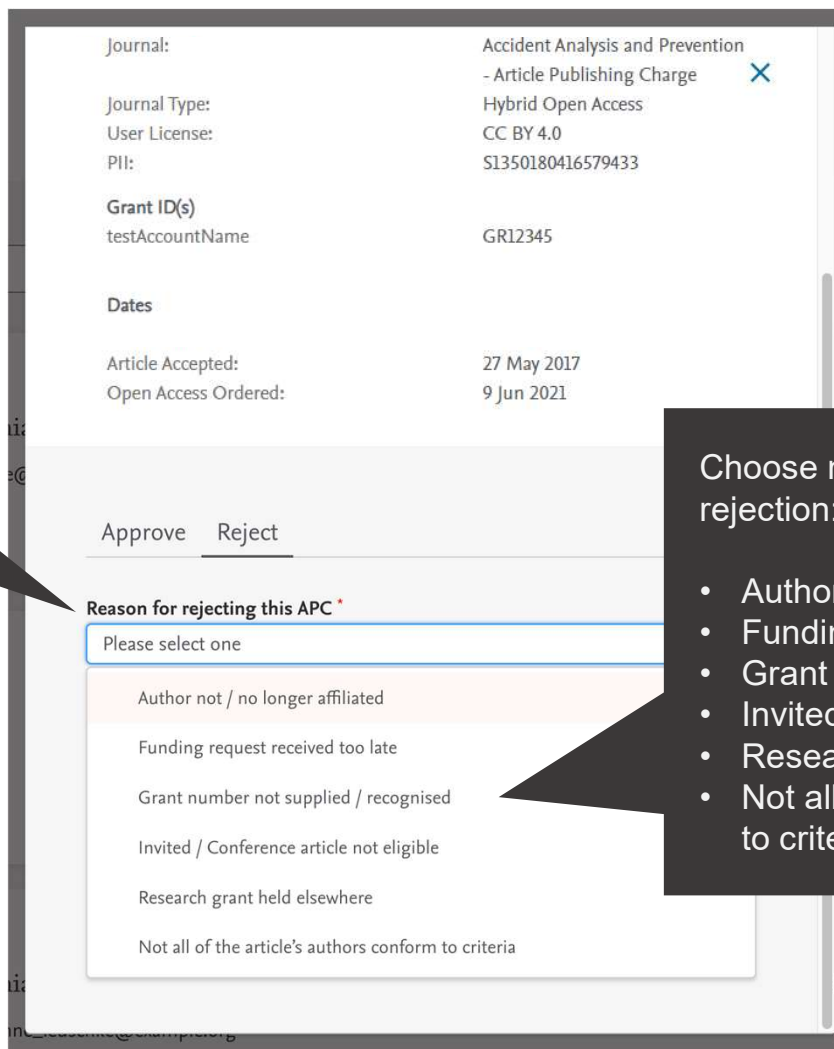


A confirmation of the approval is shown on screen, and the APC moves onto the approved list

## 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  
- Article Publishing Charge X

Journal Type: Hybrid Open Access

User License: CC BY 4.0

PII: S1350180416579433

**Grant ID(s)**  
testAccountName GR12345

**Dates**

Article Accepted: 27 May 2017  
Open Access Ordered: 9 Jun 2021

Approve Reject

**Reason for rejecting this APC \***

Please select one

- Author not / no longer affiliated
- Funding request received too late
- Grant number not supplied / recognised
- Invited / Conference article not eligible
- Research grant held elsewhere
- Not all of the article's authors conform to criteria

Choose most appropriate reason for the rejection:

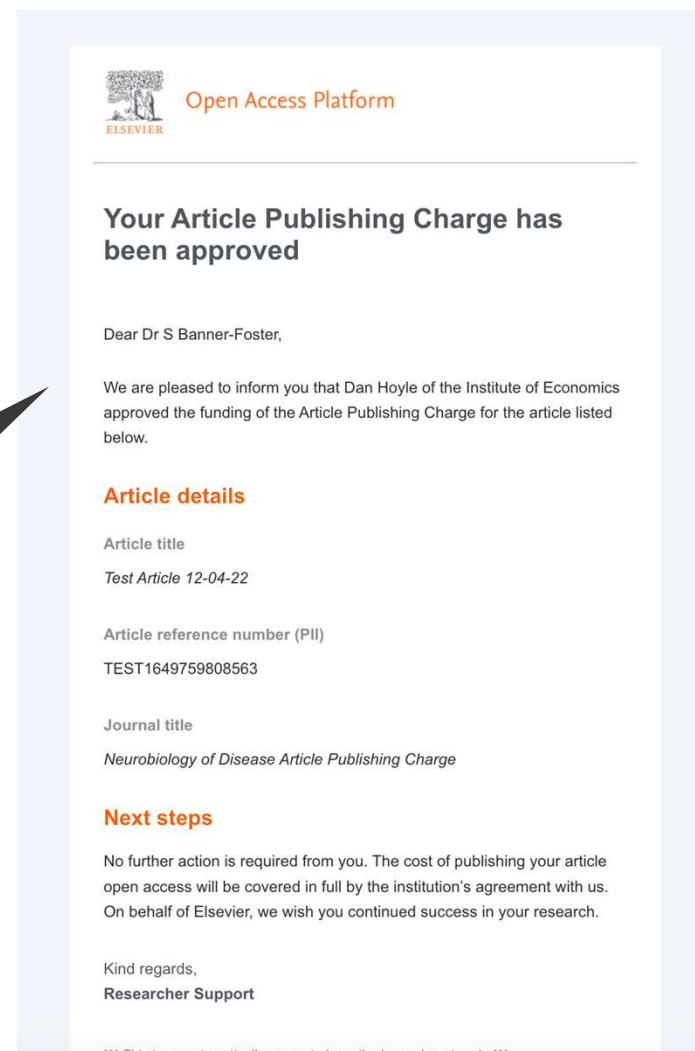
- Author not/no longer affiliated
- Funding request received too late
- Grant number not supplied/recognized
- Invited/Conference article not eligible
- Research grant held elsewhere
- Not all of the article's authors conform to criteria

## Emails to authors - approval

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

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*



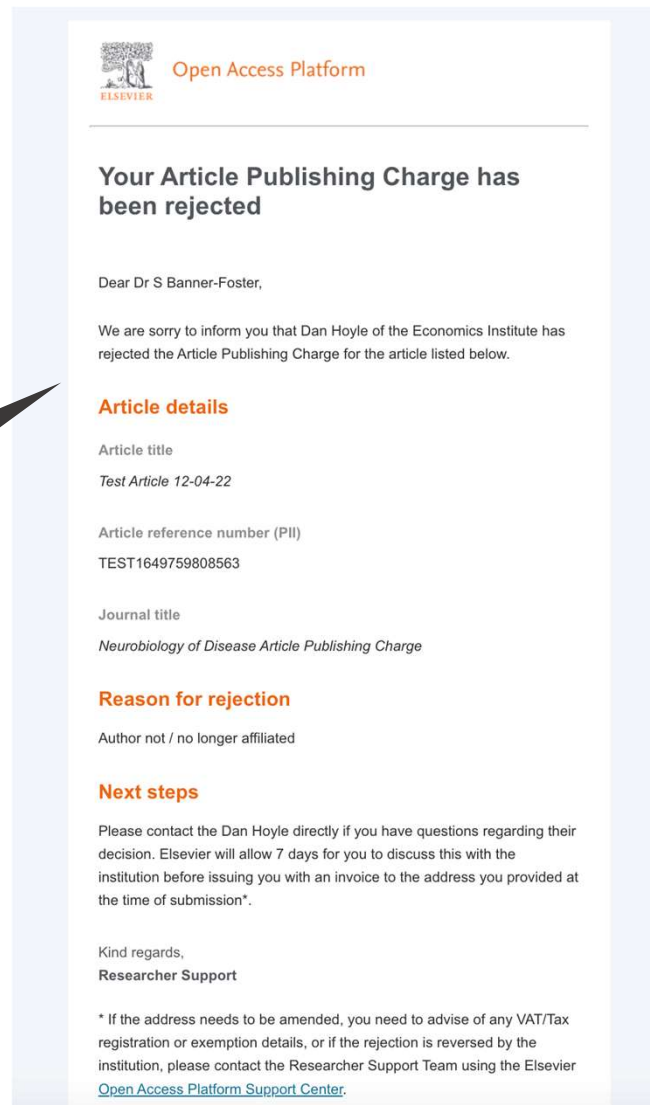
The screenshot shows an email template from the Elsevier Open Access Platform. The header includes the Elsevier logo and the text "Open Access Platform". The main heading is "Your Article Publishing Charge has been approved". The email is addressed to "Dear Dr S Banner-Foster,". The body text states: "We are pleased to inform you that Dan Hoyle of the Institute of Economics approved the funding of the Article Publishing Charge for the article listed below." There are three sections: "Article details" with fields for "Article title" (Test Article 12-04-22), "Article reference number (PII)" (TEST1649759808563), and "Journal title" (Neurobiology of Disease Article Publishing Charge). The "Next steps" section states: "No further action is required from you. The cost of publishing your article open access will be covered in full by the institution's agreement with us. On behalf of Elsevier, we wish you continued success in your research." The email ends with "Kind regards, Researcher Support". A footer note says: "\*\*\* This is an automatically generated email. please do not reply \*\*\*".

## Emails to authors - rejection


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

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*



The screenshot shows an email template from Elsevier's Open Access Platform. The header includes the Elsevier logo and the text "Open Access Platform". The main heading is "Your Article Publishing Charge has been rejected". The email is addressed to "Dear Dr S Banner-Foster," and contains a message from Dan Hoyle of the Economics Institute stating that the APC has been rejected. It then lists article details: title "Test Article 12-04-22", reference number "TEST1649759808563", and journal title "Neurobiology of Disease Article Publishing Charge". A section titled "Reason for rejection" states "Author not / no longer affiliated". The "Next steps" section advises contacting Dan Hoyle directly or the Researcher Support Team. The footer includes a note about VAT/Tax registration and a link to the Open Access Platform Support Center.

 Open Access Platform

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**Your Article Publishing Charge has been rejected**

Dear Dr S Banner-Foster,

We are sorry to inform you that Dan Hoyle of the Economics Institute has rejected the Article Publishing Charge for the article listed below.

**Article details**

Article title  
*Test Article 12-04-22*

Article reference number (PII)  
TEST1649759808563

Journal title  
*Neurobiology of Disease Article Publishing Charge*

**Reason for rejection**

Author not / no longer affiliated

**Next steps**

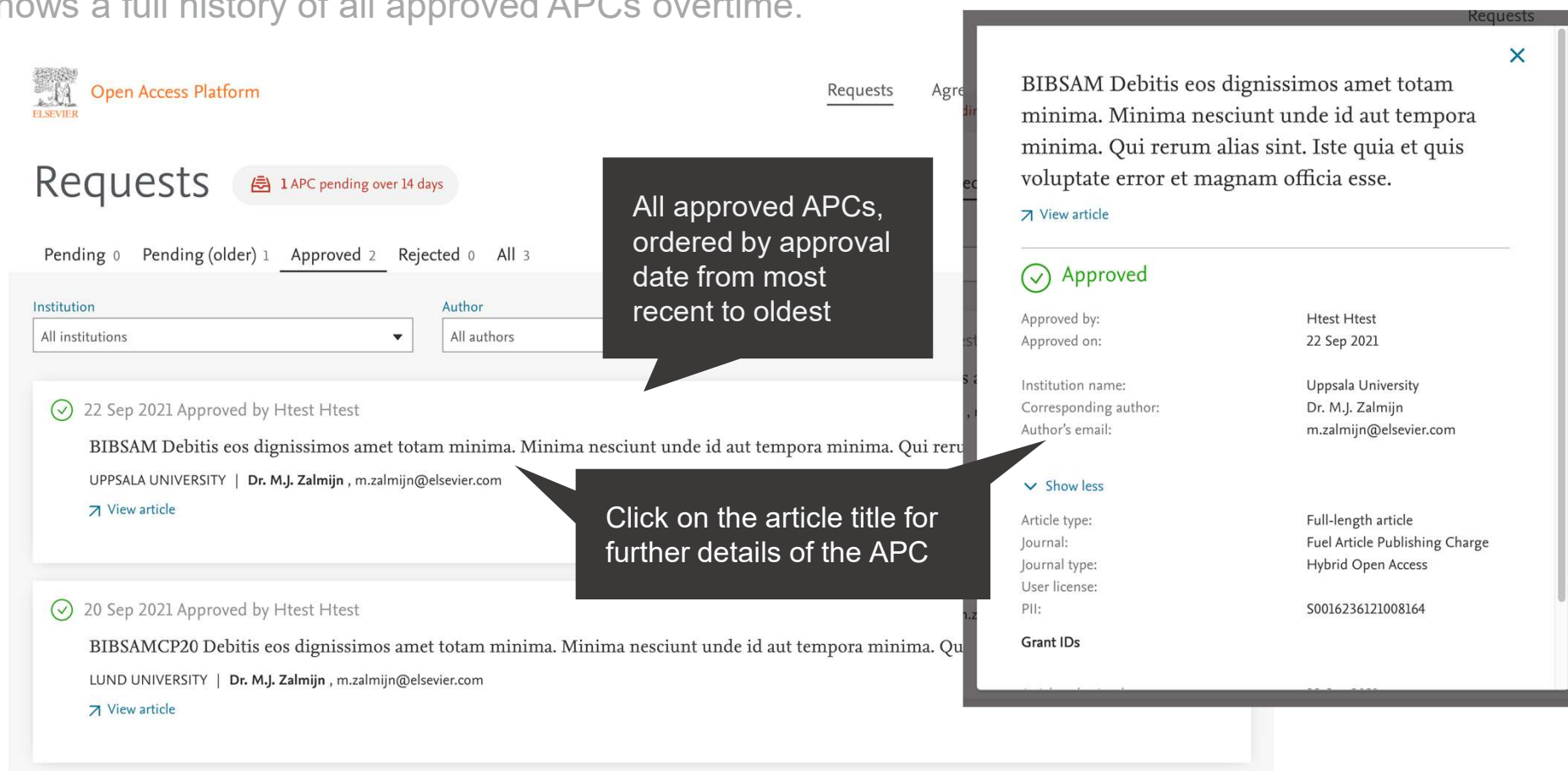
Please contact the Dan Hoyle directly if you have questions regarding their decision. Elsevier will allow 7 days for you to discuss this with the institution before issuing you with an invoice to the address you provided at the time of submission\*.

Kind regards,  
Researcher Support

\* 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 the institution, please contact the Researcher Support Team using the Elsevier [Open Access Platform Support Center](#).

## Approved requests tab

Shows a full history of all approved APCs overtime.



The screenshot displays the 'Requests' tab in the Elsevier Open Access Platform. The interface includes a header with the Elsevier logo and 'Open Access Platform' text. Below this, the 'Requests' tab is selected, showing a summary of '1 APC pending over 14 days'. The main content area lists approved requests, with filters for 'Institution' (All institutions) and 'Author' (All authors). Two requests are visible, both approved on 22 Sep 2021 by Htest Htest. The first request is for UPPSALA UNIVERSITY, Dr. M.J. Zalmijn, with the article title 'BIBSAM Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima. Qui rerum alias sint. Iste quia et quis voluptate error et magnam officia esse.' The second request is for LUND UNIVERSITY, Dr. M.J. Zalmijn, with the article title 'BIBSAMCP20 Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima. Qui rerum alias sint. Iste quia et quis voluptate error et magnam officia esse.' A callout box points to the first request, stating 'All approved APCs, ordered by approval date from most recent to oldest'. Another callout box points to the article title, stating 'Click on the article title for further details of the APC'. A detailed view of the first request is shown on the right, displaying the article title, 'Approved' status, approval date (22 Sep 2021), institution name (Uppsala University), corresponding author (Dr. M.J. Zalmijn), author's email (m.zalmijn@elsevier.com), article type (Full-length article), journal (Fuel Article Publishing Charge), journal type (Hybrid Open Access), user license, PII (S0016236121008164), and grant IDs.

Open Access Platform

Requests

1 APC pending over 14 days

Requests

Pending 0 Pending (older) 1 Approved 2 Rejected 0 All 3

Institution: All institutions

Author: All authors

22 Sep 2021 Approved by Htest Htest

BIBSAM Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima. Qui rerum alias sint. Iste quia et quis voluptate error et magnam officia esse.

UPPSALA UNIVERSITY | Dr. M.J. Zalmijn , m.zalmijn@elsevier.com

View article

20 Sep 2021 Approved by Htest Htest

BIBSAMCP20 Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima. Qui rerum alias sint. Iste quia et quis voluptate error et magnam officia esse.

LUND UNIVERSITY | Dr. M.J. Zalmijn , m.zalmijn@elsevier.com

View article

All approved APCs, ordered by approval date from most recent to oldest

Click on the article title for further details of the APC

Requests

BIBSAM Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima. Qui rerum alias sint. Iste quia et quis voluptate error et magnam officia esse.

View article

Approved

Approved by: Htest Htest

Approved on: 22 Sep 2021

Institution name: Uppsala University

Corresponding author: Dr. M.J. Zalmijn

Author's email: m.zalmijn@elsevier.com

Show less

Article type: Full-length article

Journal: Fuel Article Publishing Charge

Journal type: Hybrid Open Access

User license:

PII: S0016236121008164

Grant IDs



## Rejected requests tab

Shows a full history of all rejected APCs overtime.



### Requests

Pending 0 Pending (older) 0 Approved 10 Rejected 1 All 11

Institution Author Period  
All institutions All authors All periods

11 Nov 2021 Rejected by Carlita Juliooo

Praesentium voluptates corporis quasi sequi recusandae et aut. Dolorem aliquid tempore.

UAT SWISS INSTITUTE OF GENEVA | Mr. Donato Miller, ramiro.spencer34@example.net

[View article](#)

All rejected APCs, ordered by rejection date from most recent to oldest

Click on the article title for further details of the APC, including reason for rejection

[Undo rejection](#)

Praesentium voluptates corporis quasi sequi recusandae et aut. Dolorem aliquid tempore.

[View article](#)

Rejected

Rejected by: Carlita Juliooo  
Rejected on: 11 Nov 2021  
Reason for rejection: funding request received too late  
Institution name: UAT Swiss Institute of Geneva  
Corresponding author: Mr. Donato Miller  
Author's email: ramiro.spencer34@example.net

[Show less](#)

Article type: Full-length article  
Journal: Accident Analysis & Prevention  
Journal type: Article Publishing Charge  
User license: Hybrid Open Access  
PII: S5811119116438391

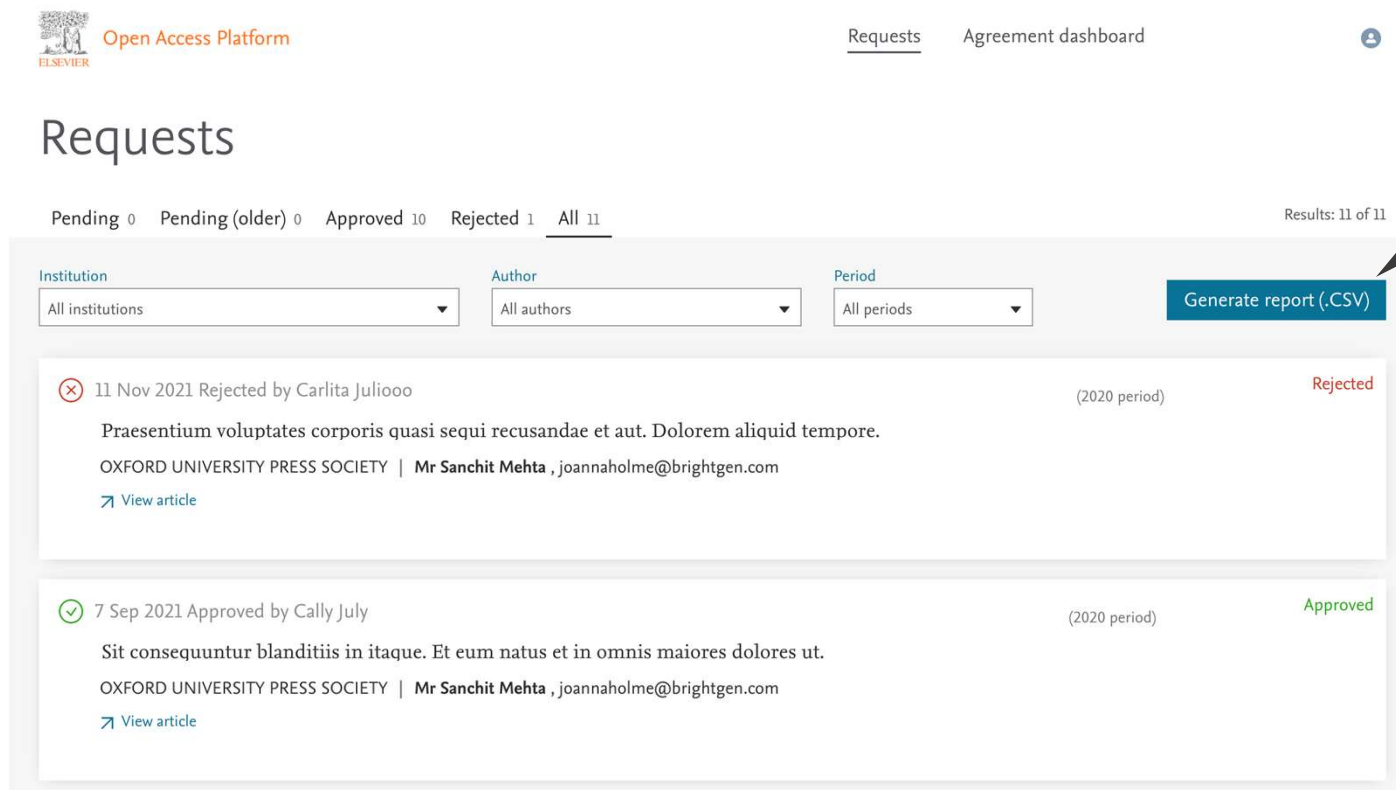
Grant IDs

testAccountName GR12345

If you reject the APC in error or subsequently decide to approve it, you can reverse a rejection

## All requests tab

Shows a full history of all pending, approved and rejected APCs overtime.



Open Access Platform

Requests Agreement dashboard

### Requests

Pending 0 Pending (older) 0 Approved 10 Rejected 1 All 11 Results: 11 of 11

Institution All institutions Author All authors Period All periods Generate report (.CSV)

11 Nov 2021 Rejected by Carlita Juliooo (2020 period) Rejected

Praesentium voluptates corporis quasi sequi recusandae et aut. Dolorem aliquid tempore.

OXFORD UNIVERSITY PRESS SOCIETY | Mr Sanchit Mehta , joannaholme@brightgen.com

[View article](#)

7 Sep 2021 Approved by Cally July (2020 period) Approved

Sit consequuntur blanditiis in itaque. Et eum natus et in omnis maiores dolores ut.

OXFORD UNIVERSITY PRESS SOCIETY | Mr Sanchit Mehta , joannaholme@brightgen.com

[View article](#)

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

## Using the Elsevier Open Access Platform – Reporting



# Reporting

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

Open Access Platform

Requests Agreement Dashboard

REPORT APC Report

Total Records: 7

INSTITUTION NAME	ARTICLE TITLE	AUTHOR NAME	ARTICLE TYPE	JOURNAL NAME	JOURNAL TYPE	JOURNAL ISSN	PII	PO NUMBER	USER LICENSE	OPEN ACCESS REQUEST DATE	ACTIONED BY NAME	ACCEPTED/REJECTED DATE	GRANT ID(S)	ELIGIBILITY STATUS	REASON FOR REJECTION	FULL TEXT ARTICLE	DAYS PENDING
UAT Swiss Institute of Geneva	Presentium voluptates corporis quasi sequi recusanda et aut. Dolorem aliquid tempore.	Mr. Donato Miller	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S5811119116438391	-	-	14/04/2021	fixed apc 1 tester	2021-04-19	GR12345	Rejected	Funding request received too late	http://dx.doi.org/10.1016/j.fuel.2018.03.063	5.00
UAT Swiss Institute of Geneva	Nobis inventore est. Et ut ab ut nesciunt nihil omnis dolor exercitationem. Et minima quia consectetur quareat aliquam. Aut ut natus edit in evelent eveniet. Dolor maxime voluptas cupiditate veritatis soluta inventore voluptatem natus. Incidunt earum eve...	Ms. Jairo Volkman	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S6029169316646240	-	-	14/04/2021	fixed apc 1 tester	2021-04-14	GR12345	Approved	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	0.00
UAT Swiss Institute of Geneva	This is the title of another Article for testing	Dr. Sundar Ayyappan	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Full Open Access	1878-9293	S1878929323003079	-	CC BY-NC-ND 4.0	25/05/2021	fixed apc 1 tester	-	ROY_EOAP_UATTEST28_RF250521	Pending	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	0.00
UAT Swiss Institute of Geneva	Article Title Regression Test	Ms. Hosea Mohr	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S82431649316909980	-	CC BY 4.0	11/06/2021	-	-	GR12345	Pending	-	-	-
UAT Swiss Institute of Geneva	Sapiente ipsam enim. Ea laudantium et quasi minima ex. Atque corrupti excepturi eum ratione illo qui unde. inventore voluptatem natus. Incidunt earum eve...	Ms. Geraldine Stark	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S2219163116349111	-	-	14/04/2021	fixed apc 1 tester	2021-04-14	GR12345	Approved	-	-	-
UAT Swiss Institute of Geneva	This is the title of another Article for testing	Dr. Sundar Ayyappan	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Full Open Access	1878-9293	S1878929323003079	-	CC BY-NC-ND 4.0	25/05/2021	fixed apc 1 tester	-	ROY_EOAP_UATTEST28_RF250521	Pending	-	JOURNAL NAME	-
UAT Swiss Institute of Geneva	Article Title Regression Test	Ms. Hosea Mohr	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S1878929323003079	-	CC BY 4.0	11/06/2021	-	-	GR12345	Pending	-	ident Analysis d Prevention - icle Publishing arge	-
UAT Swiss Institute of Geneva	Sapiente ipsam enim. Ea laudantium et quasi minima ex. Atque corrupti excepturi eum ratione illo qui unde.	Ms. Geraldine Stark	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S1878929323003079	-	CC BY 4.0	11/06/2021	-	-	GR12345	Approved	-	ident Analysis d Prevention - icle Publishing arge	-
UAT Swiss Institute of Geneva	Suscipit repellat facere molestias eos. Officiis assumenda ipsum. Harum labore reprehenderit a.	Ms. Lindsay Raynor	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S1878929323003079	-	CC BY 4.0	11/06/2021	-	-	GR12345	Approved	-	developmental gnitive uroscience - icle Publishing arge	-
UAT Swiss Institute of Geneva	Accusantium voluptate sunt. Deleniti provident ullam nihil eum reiciendis. Veli nulla qua minima voluptatum porro similique dolore.	Miss Magali Stracke	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S1878929323003079	-	CC BY 4.0	11/06/2021	-	-	GR12345	Approved	-	ident Analysis d Prevention - icle Publishing arge	-
Grand Total (7 records)																	

Clicking on the **Generate report (.CSV)** button in the "all requests" tab will generate/display the report on screen

Clicking on **Export** will give you various download options

### 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 .xlsx

Excel Format .xls

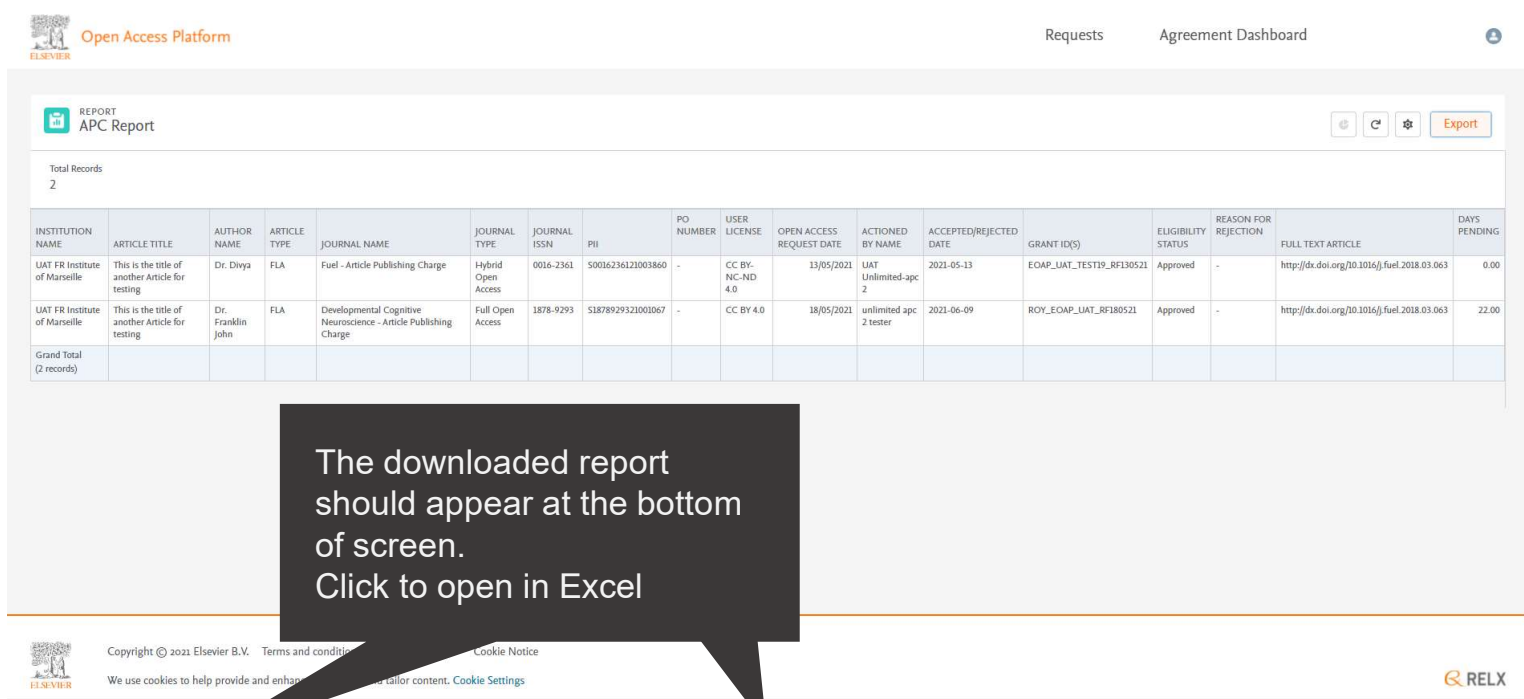
**Excel Format .xlsx**

Comma Delimited .csv

Cancel Export

## Reporting

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



REPORT  
APC Report

Total Records  
2

INSTITUTION NAME	ARTICLE TITLE	AUTHOR NAME	ARTICLE TYPE	JOURNAL NAME	JOURNAL TYPE	JOURNAL ISSN	PII	PO NUMBER	USER LICENSE	OPEN ACCESS REQUEST DATE	ACTIONED BY NAME	ACCEPTED/REJECTED DATE	GRANT ID(S)	ELIGIBILITY STATUS	REASON FOR REJECTION	FULL TEXT ARTICLE	DAYS PENDING
UAT FR Institute of Marseille	This is the title of another Article for testing	Dr. Divya	FLA	Fuel - Article Publishing Charge	Hybrid Open Access	0016-2361	S0016236121003860	-	CC BY-NC-ND 4.0	13/05/2021	UAT Unlimited-apc 2	2021-05-13	EOAP_UAT_TEST19_RF130521	Approved	-	<a href="http://dx.doi.org/10.1016/j.fuel.2018.03.063">http://dx.doi.org/10.1016/j.fuel.2018.03.063</a>	0.00
UAT FR Institute of Marseille	This is the title of another Article for testing	Dr. Franklin John	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Full Open Access	1878-9293	S1878929321001067	-	CC BY 4.0	18/05/2021	unlimited apc 2 tester	2021-06-09	ROY_EOAP_UAT_RF180521	Approved	-	<a href="http://dx.doi.org/10.1016/j.fuel.2018.03.063">http://dx.doi.org/10.1016/j.fuel.2018.03.063</a>	22.00
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RELX

APC Report-2021-....xlsx

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	PO Number	User
UAT FR Institute of Marseille	This is the title of another Article for testing	Dr. Divya	FLA	Fuel - Article Publishing Charge	Hybrid Open Access	0016-2361	S0016236121003860		CC B
UAT FR Institute of Marseille	This is the title of another Article for testing	Dr. Franklin John	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Full Open Access	1878-9293	S1878929321001067		CC B

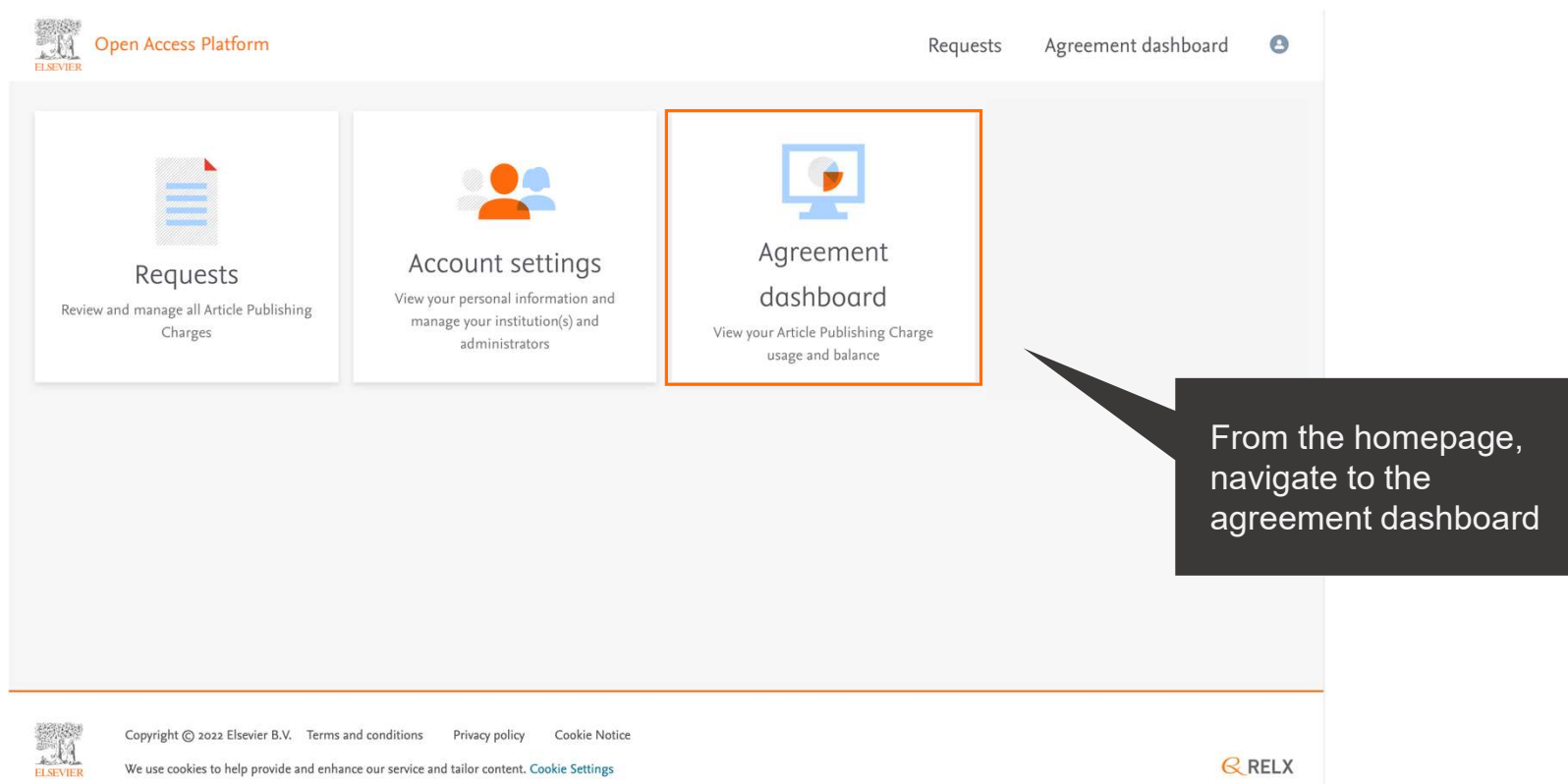
# Agreement dashboard

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



# Agreement dashboard

Manage APC uptake and usage.



Open Access Platform

Requests Agreement dashboard

**Requests**  
Review and manage all Article Publishing Charges

**Account settings**  
View your personal information and manage your institution(s) and administrators

**Agreement dashboard**  
View your Article Publishing Charge usage and balance

From the homepage, navigate to the agreement dashboard

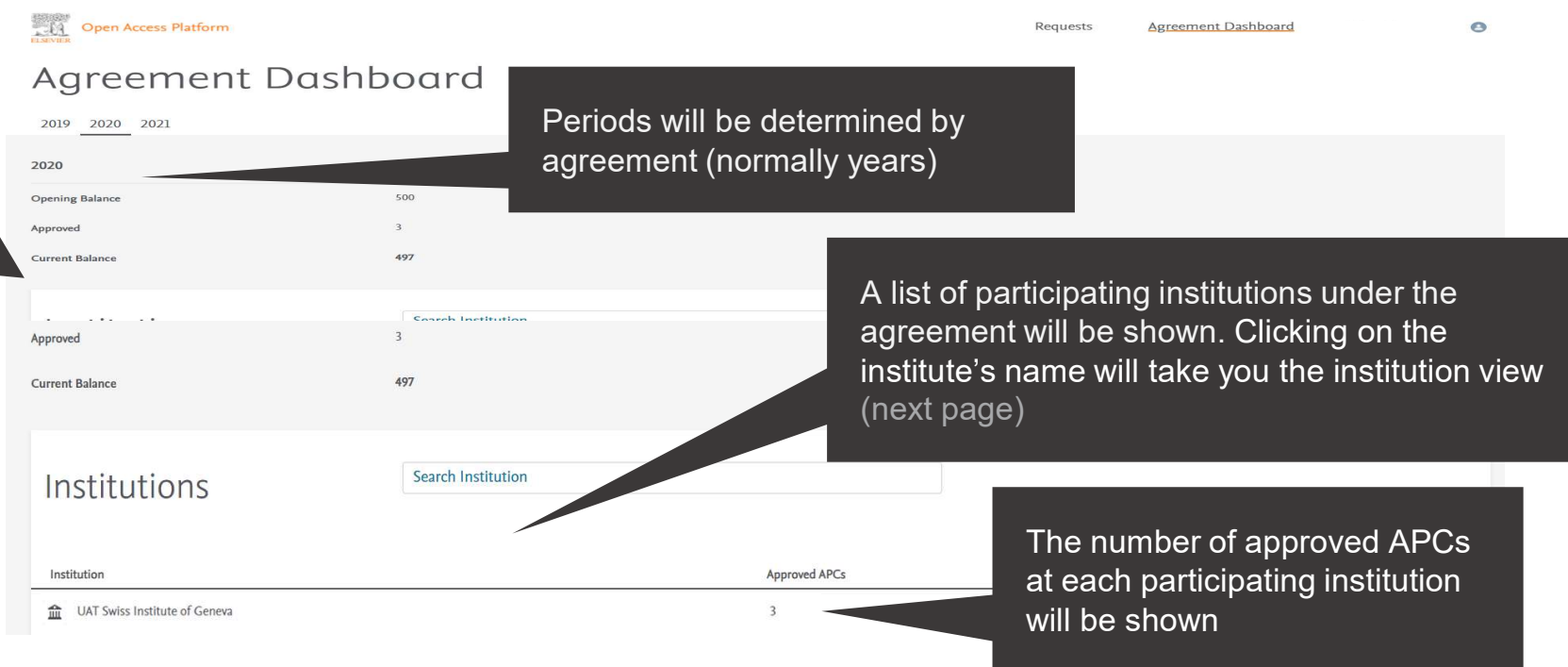
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RELX

## Overall view

View overall APC uptake and usage.



The screenshot displays the 'Agreement Dashboard' for the Elsevier Open Access Platform. It includes a navigation bar with 'Requests' and 'Agreement Dashboard' links. The dashboard is divided into two main sections: 'Fixed Quantity APC agreements' and 'Institutions'.

**Fixed Quantity APC agreements:** This section shows the allocation of APCs, the number of approved APCs, and the current balance for the selected period (2020). The data is as follows:

Period	Opening Balance	Approved	Current Balance
2020	500	3	497

**Institutions:** This section lists participating institutions under the agreement. A search bar is provided to filter the list. The data shown is:

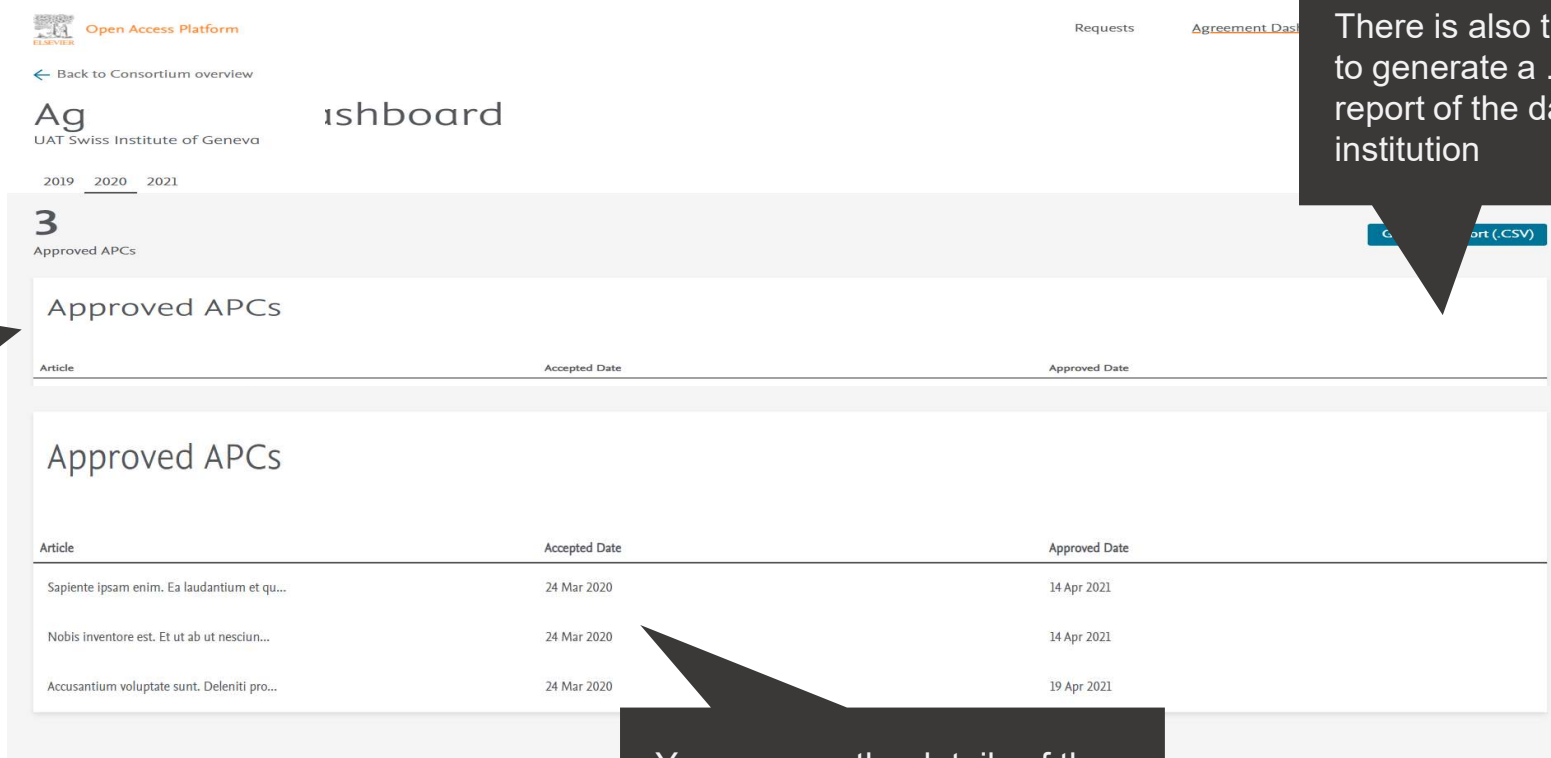
Institution	Approved APCs
UAT Swiss Institute of Geneva	3

Callouts provide additional context:

- Fixed Quantity APC agreements show the allocation of APCs, number of approved APCs and current balance**
- Periods will be determined by agreement (normally years)**
- A list of participating institutions under the agreement will be shown. Clicking on the institute's name will take you the institution view (next page)**
- The number of approved APCs at each participating institution will be shown**

## Institution view

View the APC uptake and usage per institution.



Open Access Platform

← Back to Consortium overview

Agreement Dashboard

UAT Swiss Institute of Geneva

2019 2020 2021

3 Approved APCs

Generate Report (.CSV)

Article	Accepted Date	Approved Date
Sapiente ipsam enim. Ea laudantium et qu...	24 Mar 2020	14 Apr 2021
Nobis inventore est. Et ut ab ut nesciun...	24 Mar 2020	14 Apr 2021
Accusantium voluptate sunt. Deleniti pro...	24 Mar 2020	19 Apr 2021

Number of approved APCs for the institution

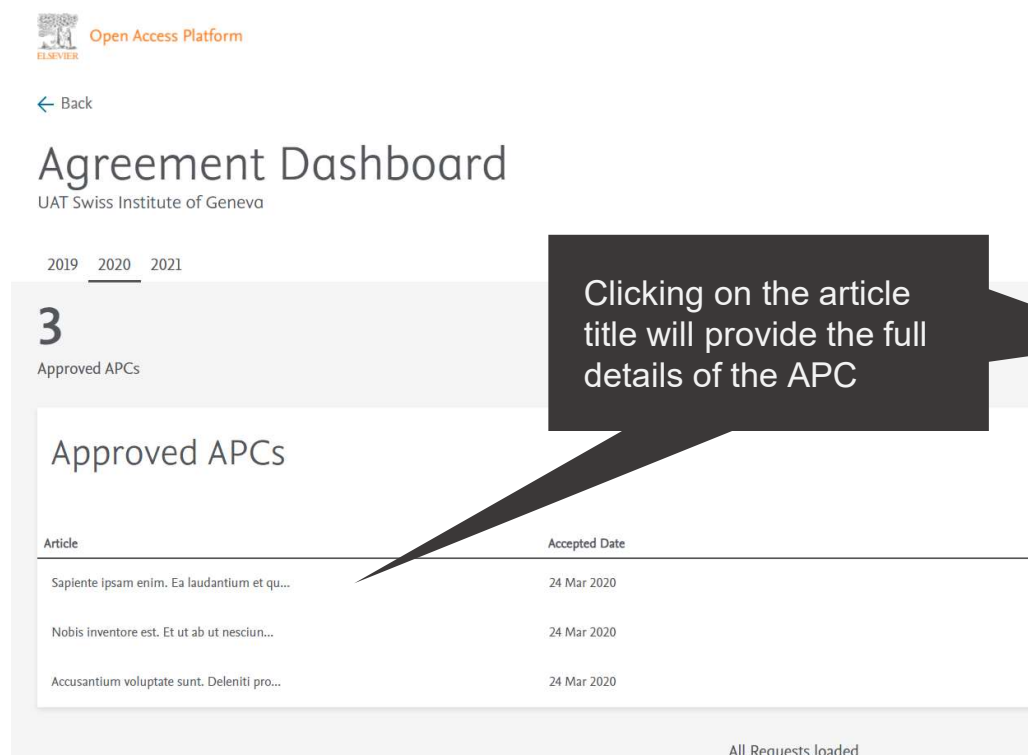
There is also the option to generate a .CSV report of the data at the institution

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



## Institution view

View the APC uptake and usage per institution.



Open Access Platform

← Back

### Agreement Dashboard

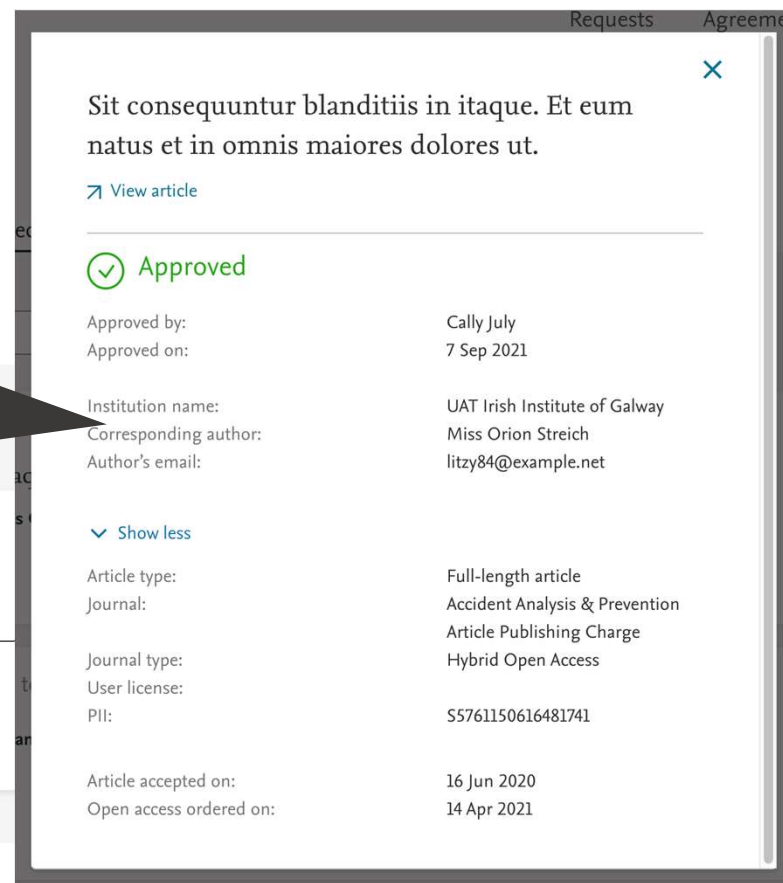
UAT Swiss Institute of Geneva

2019 2020 2021

**3**  
Approved APCs

Article	Accepted Date
Sapiente ipsam enim. Ea laudantium et qu...	24 Mar 2020
Nobis inventore est. Et ut ab ut nesciun...	24 Mar 2020
Accusantium voluptate sunt. Deleniti pro...	24 Mar 2020

All Requests loaded



Sit consequuntur blanditiis in itaque. Et eum natus et in omnis maiores dolores ut.

[View article](#)

✓ Approved

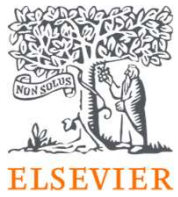
Approved by: Cally July  
Approved on: 7 Sep 2021

Institution name: UAT Irish Institute of Galway  
Corresponding author: Miss Orion Streich  
Author's email: litzy84@example.net

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Article accepted on: 16 Jun 2020  
Open access ordered on: 14 Apr 2021



Thank you

