

# CHAPTER 01

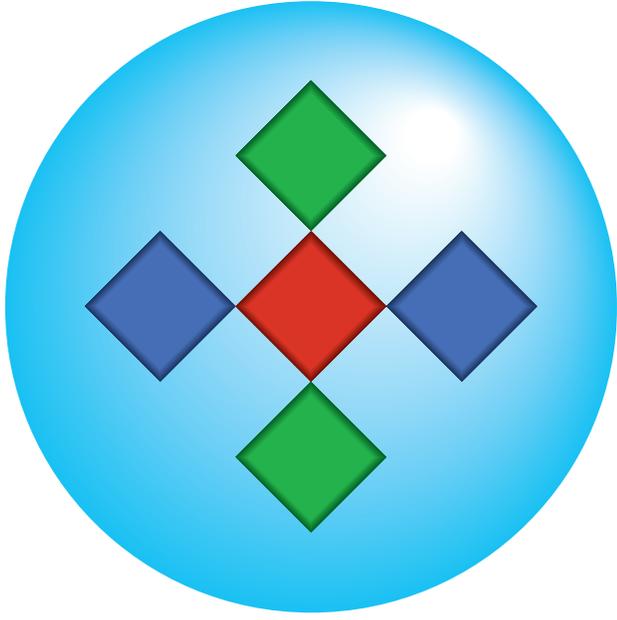
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## Assignments

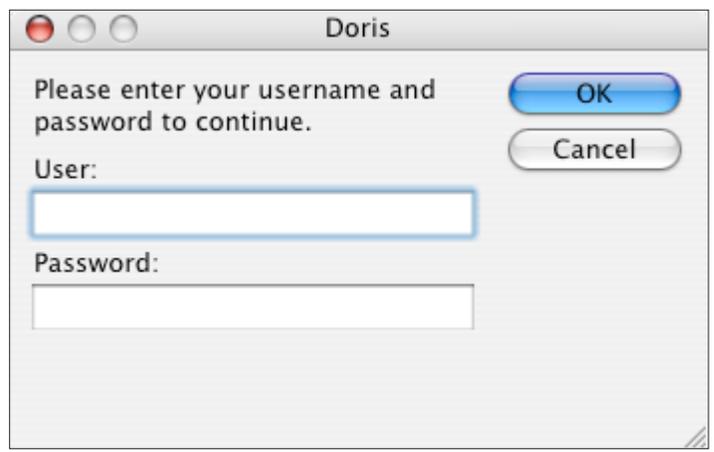
**T**he Assignment section is the area in Doris32 that allows the editorial staff to track their assignments and the materials and documents associated with the file. This could include images, word documents, text files, and e-mails. It allows the editor to store all pertinent material related to the article in one centralized area, which will be backed up regularly and is accessible by other users. It serves as a holding bin for each assignment in a more-efficient and more-economical way than using one's e-mail or manually creating folders on one's machine.

### The Assignment View and how to make a new Assignment

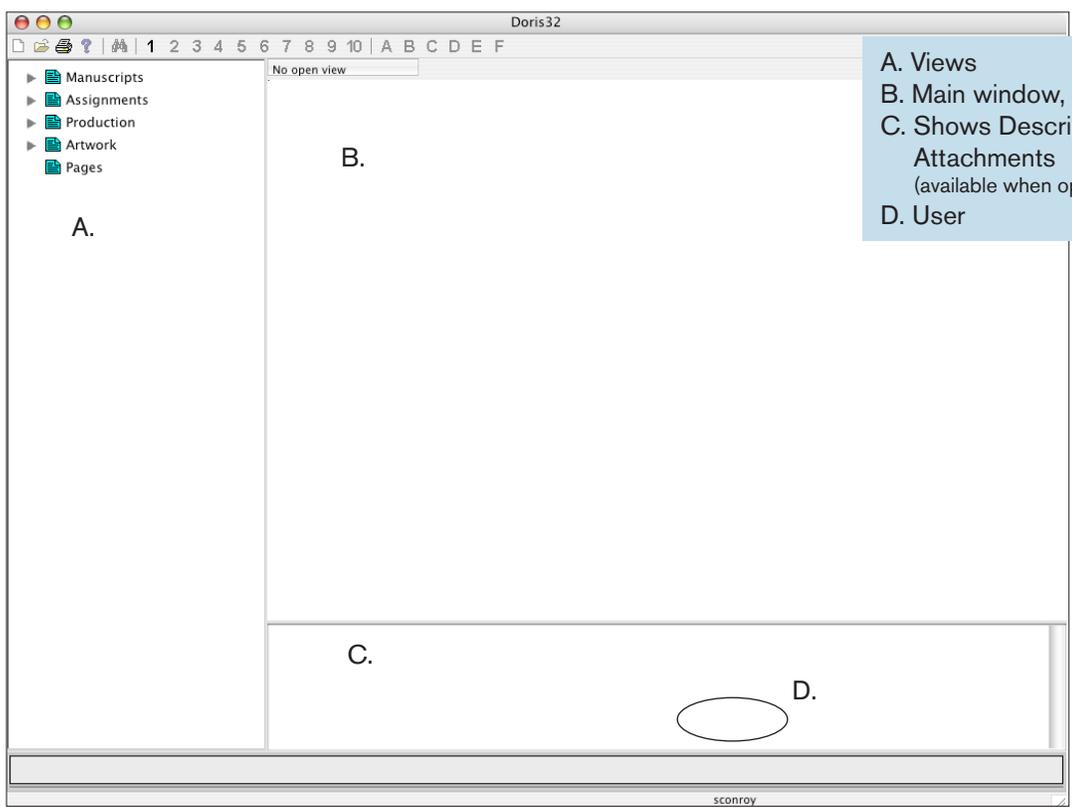
#### Launch Doris



Please enter your user name and password.

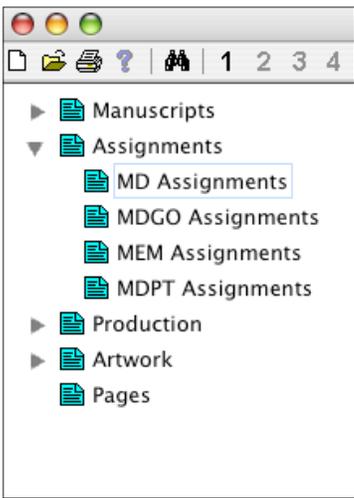


### The Main Doris Window will appear. Figure 1.



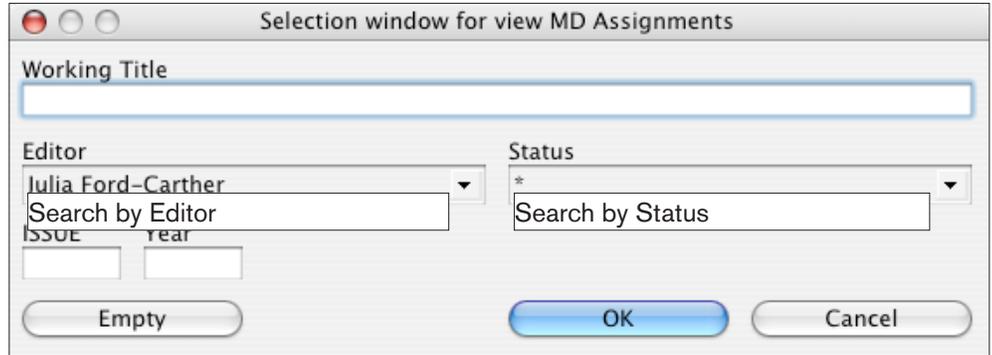
- A. Views
- B. Main window, shows Query results
- C. Shows Description/Notes or Attachments (available when operator Right Clicks.)
- D. User

Figure 1



Click the drop-down arrow to the right of assignments; double click on the appropriate magazine title. The Selection Window will appear (Figure 2).

Figure 2



The Selection window is a query for the user to search Assignments on the included fields. The query options are the Working Title, Editor's Name, Status, Issue, and Year. This query allows the editor to narrow the results for easier navigation. If all fields are left blank, all assignments for that title will appear. (Choices include: Conducting Interviews, In Progress, and To Editor.)

Sample results are shown in Figure 3.

### Main Window for Assignments

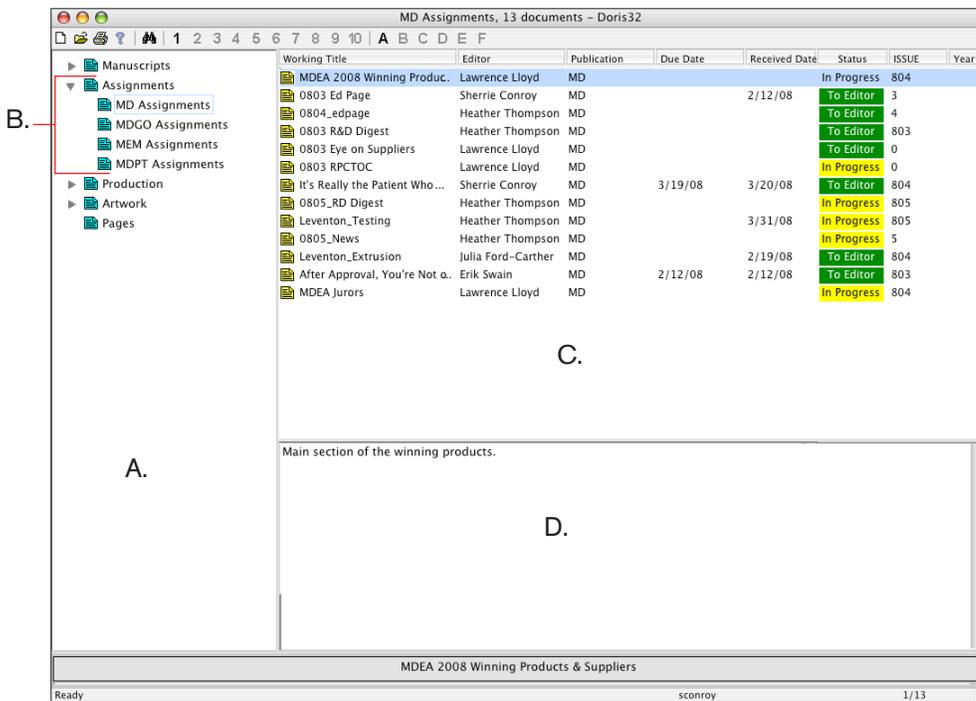


Figure 3

- A. Views
- B. Assignments view: Shows titles specific to current editorial user.
- C. Main window: Shows search results.
- D. Lower window: Shows either the Description/Notes or the items that are attached to the document. Right click to switch from one view to the other. (Sample shows description/notes window)

## Now that we have accessed the Assignment queue, we can create a new assignment.

Click on the “New” button located in the upper left-hand corner of the tool bar. You can also select File, New, from the drop-down menu. (Figure 4)

The Assignment Header will appear. (Figure 5)

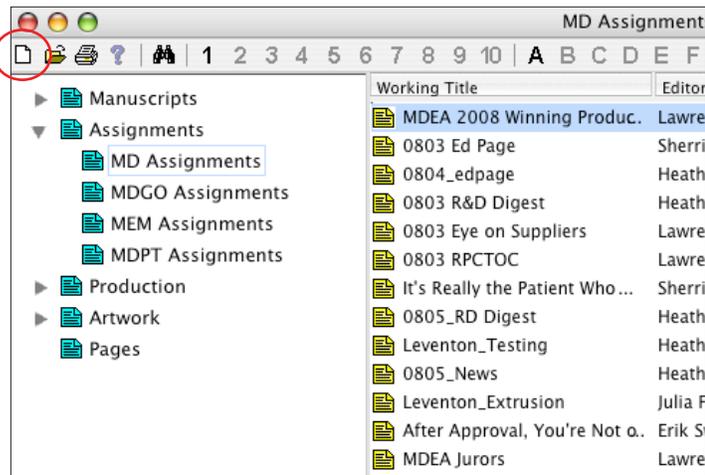


Figure 4

Working Title	Editor	Publication	Due Date	Received Date	Status	ISSUE	Year
MDEA 2008 Winning Produc.	Lawrence				In Progress	804	
0803 Ed Page	Sherrie Co			2/12/08	To Editor	3	
0806_100 Notables	Heather T				In Progress	06	2008
0804_edpage	Heather T				To Editor	4	
0803 R&D Digest	Heather T				To Editor	803	
0803 Eye on Suppliers	Lawrence				To Editor	0	
0803 RPCTOC	Lawrence				In Progress	0	
It's Really the Patient Who...	Sherrie Co		08	3/20/08	To Editor	804	
0805_RD Digest	Heather T				In Progress	805	
Leventon_Testing	Heather T			3/31/08	In Progress	805	
0805_News	Heather T				In Progress	5	
Leventon_Extrusion	Julia Ford-Carther	MD		2/19/08	To Editor	804	
After Approval, You're Not o.	Erik Swain	MD	2/12/08	2/12/08	To Editor	803	
MDEA Jurors	Lawrence Lloyd	MD			In Progress	804	

Figure 6

The Header also includes a Reminder Center. This will allow an Editor to send out e-mail reminders of events or dates with a customized message. They can assign the e-mail reminder to a staff member or even to themselves.

Figure 5

This header will allow the editor to keep track of the date assigned, date due, interview contacts, notes, and whether any photos were submitted. After the information is filled in, the header can be accessed and updated at anytime by selecting the article in the Main window, right clicking, and selecting Header. Figure 6.

### A. The Editor chooses Send Reminder On

B. Choose a date for the reminder “action” to happen.

C. Choose a recipient.

D. Enter a custom message to appear in the reminder e-mail.

Once the information is filled out in the Assignment Info Header, the editor clicks OK. The editor then selects the Assignment in the main window (Figure 7) and clicks the “A” button on the tool bar.

Working Title	Editor	Publication	Due Date	Received Date	Status	ISSUE	Year
MDEA 2008 Winning Produc.	Lawrence Lloyd	MD			In Progress	804	
0803 Ed Page	Sherrie Conroy	MD		2/12/08	To Editor	3	
0806_100 Notables	Heather Thompson	MD			In Progress	06	2008
0804_edpage	Heather Thompson	MD			To Editor	4	
0803 R&D Digest	Heather Thompson	MD			To Editor	803	
0803 Eye on Suppliers	Lawrence Lloyd	MD			To Editor	0	
0803 RPCTOC	Lawrence Lloyd	MD			In Progress	0	
It's Really the Patient Who...	Sherrie Conroy	MD	3/19/08	3/20/08	To Editor	804	
0805_RD Digest	Heather Thompson	MD			In Progress	805	
TEST_MC	Sherrie Conroy	MD			In Progress	05	08
Leventon_Testing	Heather Thompson	MD		3/31/08	In Progress	805	
0805_News	Heather Thompson	MD			In Progress	5	
Leventon_Extrusion	Julia Ford-Carther	MD		2/19/08	To Editor	804	
After Approval, You're Not o.	Erik Swain	MD	2/12/08	2/12/08	To Editor	803	
MDEA Jurors	Lawrence Lloyd	MD			In Progress	804	

Figure 7

The “A” button will launch the directory that Doris32 has created to store all of the associated materials for the article. Just drag and drop the images, documents, e-mails, and any other files that are associated with this article into the folder.

Now all information is centralized and accessible. It also is being archived on a daily basis.

