

# TOOL FOR OPEN ACCESS (OPEN SCIENCE) MANAGER - FOR ORGANIZATION/UNIVERSITY

This tool will be made available to the Open Access Manager of an Organization/University and can be accessed with personal email address and login details. In this tool the whole OA-process for one Organization with TTP will be made available.

## ► Step 1

The 1st tab "GENERAL" contains all information about the Organization: address, IDs (optionally), contact persons (including their emails and type of responsibility).

GENERAL AGREEMENTS ELIGIBILITY CH	ECK ALL PAPERS INVOICES						
Organization/University							
Organization Data							
Name:	e: Organization/University						
Country:	Switzerland	Switzerland					
City:	Dnipro	Dnipro					
Grid Id:	grid.5801.c						
ROR ID:	04fa4r555						
Crossref Funder Id:	d: 10.13039/501100003006						
nail Domains: gmail.com							
Contacts							
FULL NAME	EMAIL	ТҮРЕ					
Jon Shelby	jonshelby@gmail.com	Invoice					
Open Access Manager	openaccessmanager@mailinator.com	openaccessmanager@mailinator.com Eligibility					
Garrison Romero	geri@mailinator.com Report						

# → Step 2

The 2nd tab "AGREEMENTS" lists the overview of the agreement type(s) the Organization has agreed to.

GENERAL AG	REEMENTS ELIGIBIL	TY CHECK ALL PAPERS	INVOICES				
Organization/University							
NUMBER	STATUS	START DATE	END DATE	AGREEMENT TYPE			
270721	Active	2021-04-27	2022-04-17	Author Payment			
270422	Pending	2022-04-18	2022-04-30	Post-Payment			
270423	Finished	2021-03-01	2021-03-31	Pre-Payment			

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There are three different Agreement-Types associated with 3 different payments. These payments are explained below:

a) Author Payment. (In case the author pays the author will receive the invoice)

GENERAL	AGREEMENTS	ELIGIBILITY CHECK	ALL PAPERS	INVOICES
Agreen	nent:			
Number:				
Start Date:			2021-04-27	
End Date:			2022-04-17	
Author Eligi	bility Message:		between the special finar	iated authors benefit from a special OA Price (EUR,-) through an agreement e Name 1 and Trans Tech Publications (TTP). You as an author can make use of the nicial opportunity of this agreement! As soon as your paper has been accepted for with TTP you will receive an email that informs you about the process to render your access.

b) Post/Pre-Payment: (In case the Organization pays this is related to the eligibility-check)

GENERAL	AGREEMENTS	ELIGIBILITY CHECK	ALL PAPERS	INVOICES
Agreer	ment:			
Number:				
Start Date:			2022-04-18	
End Date:			2022-04-30	
Author Elig	ibility Message:		your Organ costs. As so	the agreement between the Name 1 and Trans Tech Publications (TTP), members of nization have the opportunity to publish Open Access in this journal without further oon as TTP has accepted your paper for publication and your Organization has done ity check, your paper will be published with an Open Access license.
Invoicing P	voicing Period notification: Every 1 month		nth	
Report Period notification: Every 1 month		nth		

### Step 3

The 3rd tab "ELIGIBILITY CHECK" lists papers that may be eligible for a discounted OA fee. This list is only available when your Organization has opted for the Eligibility Check. You will receive an email if there are papers selected for this eligibility check:

Organization can download the last manuscript version of the Paper uploaded by the Author (before the technical check by publisher)

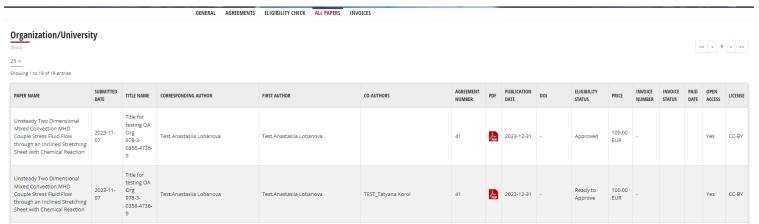




Eligibility check mandatory only for Post or Pre-Payment agreement types.

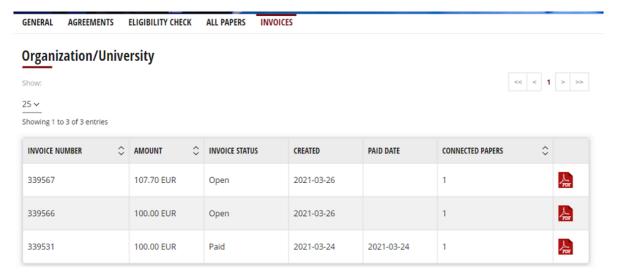
## → Step 4

The 4th tab "ALL PAPERS" contains the information about all papers of your own Organization (information about authors, papers and titles; eligibility statuses; payment details and etc.)



#### **→** Step 5

The 5th tab "INVOICES" contains information about Open/Paid invoices. Invoices can be downloaded.



If you have any additional questions or require clarification, please write to us at subscriptions@scientific.net

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