

My Own Book

Important: For optimal usage of My Own Book and PubKit, please open the portal in the latest version of Chrome browser. You may experience some slowness while uploading/downloading the files in other browsers.

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CHAPTER 1: INTRODUCTION

My Own Book/Pubkit is a highly intuitive and complete system for project, content and communication management. This platform allows the Authors to access all project-related information (schedules, project progress and relevant files) for their book or looseleaf.

CHAPTER 2: MY OWN BOOK/PUBKIT – AUTHOR GUIDE

My Own Book (MOB) is primarily used for books and IELs. PubKit is the upgraded version of MOB and is used for looseleaf projects.

2.1 INTRO E-MAIL TO THE AUTHOR

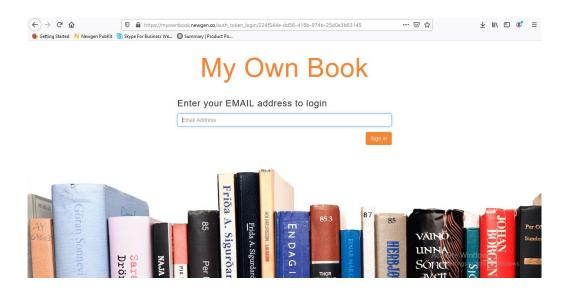
Newgen Project Manager (PM) will send an intro e-mail to the Author to keep them informed about the tentatively scheduled proof review date i.e. when they can expect to receive the edited word files for review.

2.2 FILES FOR AUTHOR REVIEW

The edited word files and galley PDF will be sent to the Author on the scheduled date via MOB/PubKit. This email will have two links - a download and an upload link. The download link allows the Author to download the files sent by the PM from the portal.

2.3 AUTHOR LOGIN PAGE

i. The Author can login to the portal by clicking on the download link provided in the e-mail sent by Newgen. They will need to login with their respective e-mail address (to which the e-mail with the login links was sent to). A password is not required. Only e-mail addresses registered on the portal can be used to login. The Author will be unable to login if they use an alternate e-mail address.



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	Enter your EMAIL Address to login		
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Figure 2.3.1 Author Login Page

ii. On logging in, the Author is directed to the below page.

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(Unit)	Start Date 11-Nov-2019	End Date 21-Nov-2019	
<u>Intake meeting (Unit)</u>	▶ Messages		
Intake meeting decisions to AU (Unit)			
Back Cover text Approval (Unit)	▼ Download Files		
Back Cover text Approval (Onit)			Download: All files
Edited MS & Galley to AU (Unit)	Filename	Sent On	Download
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Figure 2.3.2 (a) My Own Book Dashboard

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		Unload Files			v

Figure 2.3.2 (b) PubKit Dashboard

iii. Under the "Schedule" tab, the scheduled dates for each task relevant to them can be viewed. The dates noted under this tab are subject to change based on the progress of the production process. The Author can also mark their unavailability period on this page. Please refer the screenshots below.

▼ Schedule			
Your tasks	Files for review from Newgen	Reviewed files back to Newgen	1
Intro e-mail to Author/Editor - Intake meeting New (Unit)	08-Oct-2019	08-Oct-2019	
ER recommendations to AU(KLI) (Unit)	10-Oct-2019	10-Oct-2019	
Intake meeting (Unit)	11-Oct-2019	11-Oct-2019	
Intake meeting decisions to AU (Unit)	16-Oct-2019	16-Oct-2019	
Back Cover text Approval (Unit)	28-Oct-2019	29-Oct-2019	
Cover Approval to Author (Book) (Unit)	29-Oct-2019	01-Nov-2019	
Proof Schedule (Book) (Unit)	06-Nov-2019	06-Nov-2019	
Edited MS & Galley to AU (Unit)	11-Nov-2019	21-Nov-2019	
Final index & gratis copies address confirmation to AU (Unit)	09-Dec-2019	10-Dec-2019	
MB to Author (Unit)	10-Dec-2019	11-Dec-2019	
Digital offprints to contributors (Unit)	16-Dec-2019	16-Dec-2019	
Final Sign-off (Unit)	24-Dec-2019	24-Dec-2019	

Figure 2.3.3 Schedule Page

Cover Approval to Author (Book) (Unit)	29-Oct-2019	01-Nov-2019	
Proof Schedule (Book) (Unit)	06-Nov-2019	06-Nov-2019	
Edited MS & Galley to AU (Unit)	11-Nov-2019	21-Nov-2019	
Final index & gratis copies address confirmation to AU (Unit)	09-Dec-2019	10-Dec-2019	
MB to Author (Unit)	10-Dec-2019	11-Dec-2019	
Digital offprints to contributors (Unit)	16-Dec-2019	16-Dec-2019	
Final Sign-off (Unit)	24-Dec-2019	24-Dec-2019	
rima sigiron (om) ▼ Mark Unavailability	14 000 2010		

Figure 2.3.4 Mark Unavailability

- iv. Under the Tasks tab, on the left side of the screen, there are 2 sections- "To Do" and "Done".
 - a. "To Do" section Tasks in progress/yet to start will be visible here.
 - b. "Done" section Completed tasks are visible here.

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	CLEU_5	th_ednER_Comments.doc	02-Dec-2019 <i>8 days ago</i>	Activate Windows Go to Settings to activate	e Windo	ows.	

Figure 2.3.5 Tasks Page

v. Upload/Download Files:

a. To download files for review, the Author can click on the green tab "Download Files", under which the files to be downloaded are present. Once the files have been downloaded, they can be reviewed offline.

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Figure 2.3.6 (a) Download Files

b. Once the files have been reviewed, the edited files can be uploaded using the last option "Upload Files".

The Author can either click on the upload link in the email sent by Newgen or they can directly click on the Upload Files tab on the MOB/PubKit page (refer below screenshot).

Files can be uploaded, relevant instructions/text can be written to the PM under this tab and the email will be sent to the PM once the "Send" button has been clicked by the Author.

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Figure 2.3.6 (b) Upload Files

2.4 FILE REPOSITORY

The file repository page provides access to all files that have been exchanged between the Author and Newgen during the production process via the portal. The "Project Manager" column consists of files sent by Newgen to the Author. Files returned by the Author to Newgen are present under the "Author" column.

All tasks relevant to the user are visible under the File Repository tab. The user can re-download the files of a particular task by clicking on the file under the relevant task.

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	Intake	meeting - Author				1
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Figure 2.4 File Repository