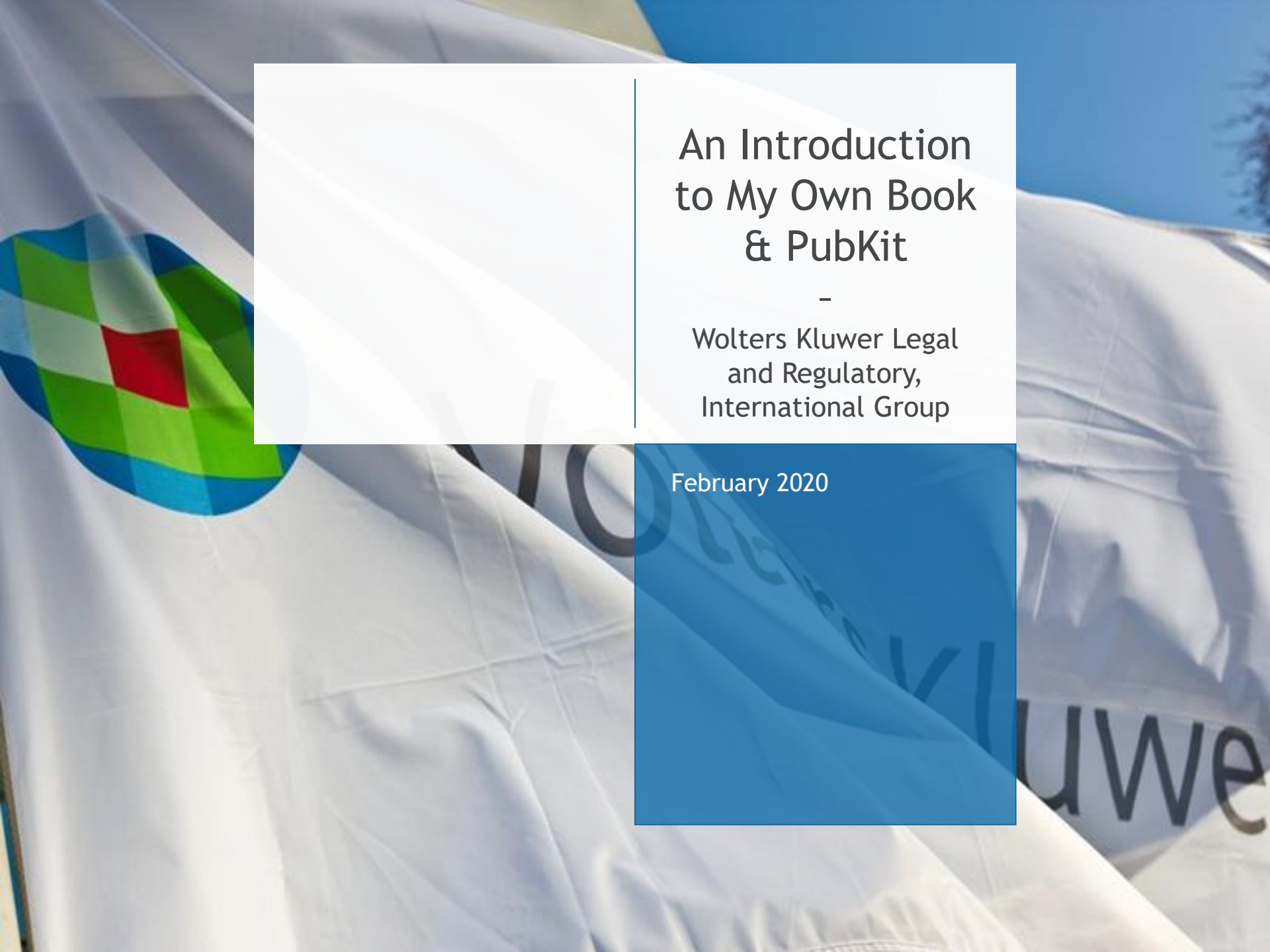




An Introduction to My Own Book & PubKit

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Wolters Kluwer Legal
and Regulatory,
International Group

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What is My Own Book/PubKit?

- My Own Book and PubKit are both project management portals built to address all needs of a production process.
- These portals are a platform for the Authors to access all project-related information (schedules, project progress and relevant files).
- They provides a hassle-free experience for Authors while working on ‘their own book’.
- Books & IELs are processed via My Own Book while looseleafs are processed via PubKit.



FEATURES

- On clicking the My Own Book/PubKit access link, the following features are available on the author's dashboard:
 - Overall schedule for their tasks in the production process.
 - Option to mark their travel plans/unavailability.
 - Upload/download files.
 - File repository to review the files received/sent via the portal during the course of production.
 - Due date reminders and project status updates.
 - Secure access to their dashboard and files.



BENEFITS

- Easy access to file repository at any time of the publication process.
- Authors can plan their work based on the portal's transparent schedule management.
- Time saving as authors can view relevant e-mails quickly with the in-built project specific e-mail management system.
- Notifications on schedule updates and due dates.
- User-friendly interface.

SNAPSHOT: COMPLETE SCHEDULE OVERVIEW

Browser address bar: <https://myownbook.newgen.co/users/07120695ba1117774d112e043281c242/projects/15193/schedule>

Navigation tabs: Schedule | Tasks | File Repository | Affiliation Management

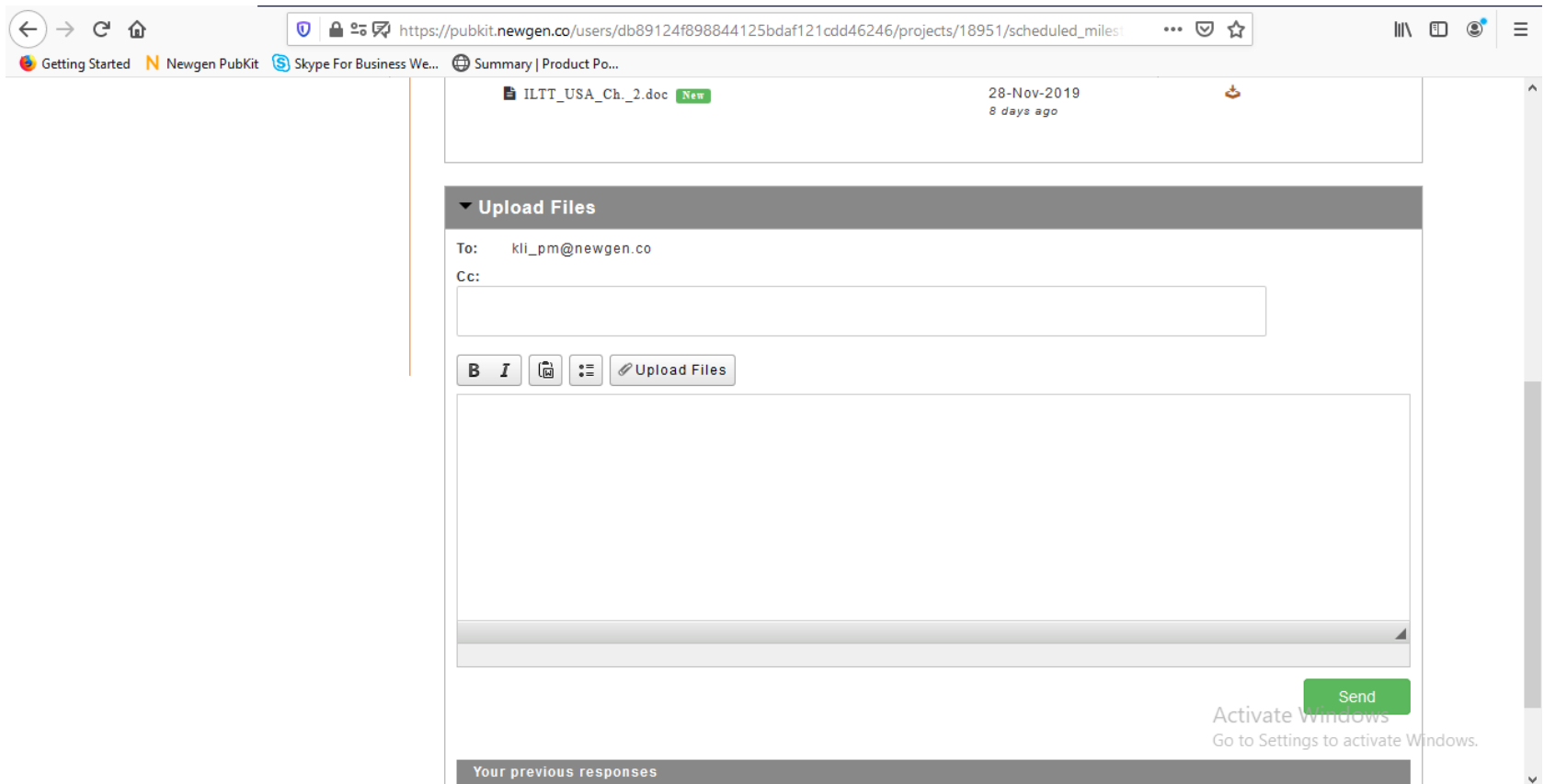
▼ Schedule

Your tasks	Files for review from Newgen	Reviewed files back to Newgen
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

▼ Mark Unavailability

Activate Windows
Go to Settings to activate Windows.

SNAPSHOT: E-MAIL MANAGEMENT SYSTEM



The screenshot shows a web browser window with the address bar displaying a URL from pubkit.newgen.co. The browser's tab bar includes links for 'Getting Started', 'Newgen PubKit', 'Skype For Business We...', and 'Summary | Product Po...'. The main content area features a header with a file icon, the name 'ILTT_USA_Ch_2.doc', a 'New' status tag, the date '28-Nov-2019', and the time '8 days ago'. Below this is a section titled 'Upload Files' with a 'To:' field containing 'kli_pm@newgen.co' and an empty 'Cc:' field. A toolbar with buttons for bold (B), italic (I), link, list, and 'Upload Files' is positioned above a large text input area. A green 'Send' button is located at the bottom right of the text area. A watermark for 'Activate Windows' is visible in the lower right corner, and a grey bar at the very bottom is labeled 'Your previous responses'.

Getting Started Newgen PubKit Skype For Business We... Summary | Product Po...

ILTT_USA_Ch_2.doc New 28-Nov-2019 8 days ago

▼ Upload Files

To: kli_pm@newgen.co

Cc:

B I [Link] [List] Upload Files

Send

Activate Windows
Go to Settings to activate Windows.

Your previous responses

SNAPSHOT: FILE REPOSITORY

The screenshot shows a web browser window with the URL https://pubkit.newgen.co/users/db89124f898844125bdaf121cdd46246/projects/18951/file_repo. The browser's address bar and tabs are visible at the top. The Newgen PubKit logo is in the top left corner, and the user is logged in as "Hi, Russell E. Levine".

The main heading is "International Licencing and Technology Transfer / ILTT - USA Chapter 2". Below this, there are three tabs: "Schedule", "Tasks", and "File Repository". The "File Repository" tab is currently selected.

The content area displays a list of tasks in a table-like structure:

- Proof Schedule - Author
- Upload File to Author - TaskPerformer
- Author/Editor Reveiw - Author

Below these tasks is a table with two columns: "Unit" and "Author". The "Unit" column contains two entries:

Unit	ProjectManager	Author
Unit	ILTT_USA_Ch_2.pdf 28-Nov-2019 1:28 pm ILTT_USA_Ch_2.doc 28-Nov-2019 1:28 pm	

Below the table, there is a button labeled "Download as zip".

At the bottom of the page, there are three more tasks listed:

- Offprints to Author - TaskPerformer
- Digital Offprints - Author
- Final PDF & XML to John - TaskPerformer

An "Activate Windows" watermark is visible in the bottom right corner of the screenshot.