AAS Reporting Feature

Frequently Asked Questions

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1. How will the Reporting Feature help me?

The Reporting Feature enables institutions to download status reports for articles that are recognised as eligible to be published open access under the open access agreements.

This tool will help institutions to keep track of articles that have been approved or rejected for coverage under their open access agreement. In addition, the Reporting Feature enables institutions to download complete status reports for open articles, providing an overview of the articles that are currently pending eligibility verification in the Article Approval Service (AAS).

2. How do I register and log in to the Article Approval Service to use the Reporting Feature?

In order to comply with GDPR, we require the Approval Manager(s) from each institution to register on our system themselves and create an account, to be able to log in to the Article Approval Service (AAS) to approve and reject articles. Please refer to the *AAS Registration Process* document in your "Welcome Pack" and register your details on springer.com.

Once you have registered, you will be assigned special user-rights to approve or reject articles. You can click the "Reporting" tab on your dashboard to download reports based on verification status and date range.

3. What do I do if I have forgotten my password?

If you have forgotten your password and are unable to log in, please click on the "Forgot your password?" link on the AAS log in page. You will then be asked to enter your email address you used when registering for the site and will be sent an email which contains instructions on how to reset your password.

4. Which information can I obtain by using the Reporting Feature?

There are three article status reports that can be downloaded from the Reporting Feature:

- **Open** – Articles currently pending approval in the Article Approval Service (AAS)
- **Approved** – Articles that have been approved for coverage under the open access agreement
- **Rejected** - Articles that have been rejected for coverage under the open access agreement

The reports will show eligible open access articles from both Pure OA and Hybrid journals. When downloading a report, you will be able to filter the columns which will detail whether an article belongs to either one of those categories.

5. How do I download the reports and what format will the information be presented in?

To download a report, please log in to the AAS Reporting Feature and select the desired parameter and date range to obtain the corresponding reports.

The reports will download as a simple .csv file format which can then be imported to any programs that display data in columns and tables. However, this file is best viewed through a spreadsheet program, such as Microsoft Excel.

6. When can I see the online publication date for approved articles?

Once an article is approved or rejected for coverage under an institution's open access agreement, the production process is finalised. The author then receives the article proof and any final amendments are made. The online publication date for each approved article will be displayed in the reports a few days after approval, as soon as the article has been published online.

7. How do I update my contact information?

In order to edit or replace your contact details, please contact the OA Verification team at: oa.verification@springernature.com

8. Who can I speak to if I have any further questions?

Please get in touch with us at oa.verification@springernature.com. We are always happy to help.