

THE WILEY OPEN ACCESS ACCOUNT DASHBOARD

Manage your Wiley Open Access Account in real-time!

Your **Wiley Open Access Account** enables you to pay the open access article publication charges (APC) for affiliated authors, allowing their research to be freely and globally available. As a Wiley Open Access Account (WOAA) customer, you have free access to the Wiley Open Access Account Dashboard, designed to help you easily manage your account.



HOW DOES THE WOAA DASHBOARD HELP YOU?

With the WOAA Dashboard you can review and approve author payment requests, request and print payment invoices, add funds to your account, access detailed reporting, and much more.

Manage your payment requests

Review and approve or deny payment requests from authors who select your institution/funder account to pay for any open access APC. Sign up to receive email alerts for new payment requests and 14-day reminders on any outstanding payment requests.

Review account history

On the Account Dashboard, you can view all articles submitted for payment in Pending Request status. Click **"View"** next to the article. Want to query a payment request? Add a note on the article and this will be sent to the Wiley Payment Administrator for their attention.

You can also **"Approve"** or **"Deny"** the submitted article in Pending Request status. If approved by your Institution's Open Access Team, the APC will be added to your account and the article will be made open access upon publication.

The screenshot shows the Wiley WOAA Dashboard. At the top, there's a 'Manage All Accounts' link. Below it, a table titled 'Pending Requests (1)' lists a request from Andrea T Cruz for Academic Emergency Medicine, amounting to £1,500. There are 'View', 'Approve', and 'Deny' buttons for this request. Below this is a section for 'Approved Requests (22)' with a 'Download Report' link and a search bar. A table of approved requests follows, showing details like request date, author name, journal, amount, and publication status. A 'View' button is next to each row.

Request Date	Author Name	Journal	Amount	Subscription Type
16-Apr-15	Andrea T Cruz	Academic Emergency Medicine	£1,500	Online Open
Total: £1,500				

Request Date	Request Status	Author Name	Journal	Amount	Subscription Type	Publication Status
24-Jun-13	Approved	Gayneeth Doherty-Sneddon	The Journal of Child Psychology and Psychiatry	£1,500	Online Open	Published in Issue
29-Mar-13	Approved	Christopher Rodgers	The Modern Law Review	£1,500	Online Open	Published in Issue
29-Mar-13	Approved	Jonathan Jones	Journal of Regional Science	£1,500	Online Open	Published in Issue
29-Mar-13	Approved	Andrew Ballantyne	Singapore Journal of Tropical	£1,500	Online Open	Published in Issue

Want to print a receipt for an approved payment? Click **"Print"** to download a printable PDF.

The screenshot shows a detailed payment receipt for a Wiley-Blackwell Test. It includes fields for Request Date, Author Name, Journal, Amount, DOI, Article Name, Classification, Original Article, Request Status, Article ID, All Authors, OO Unique Id, Manuscript, Subscription Type, Status Reason, Updated By, Updated Date, Publication Status, and Last Status Update. A 'Print' button is visible at the top right.

Request Date	Author Name	Journal	Amount
25-Jul-16	Korstin Test	Wiley-Blackwell Test	\$1,000

Article Name	OO Unique Id	Manuscript	Subscription Type
Dopaminergic modulation of default mode network brain functional connectivity in attention deficit hyperactivity disorder	0	WBTEST-2016-07-0123	Open Access

Request Status	Status Reason	Updated By	Updated Date
Approved			

Article ID	Journal ID	Publication Status	Last Status Update
BRB3582	BRB3	Published in Early View	28-Sep-16

All Authors: Maree Farrow (Maree.Farrow@utas.edu.au), Florence Levy (z8100294@unsw.edu.au), Andrew Pipingas

The screenshot shows a Wiley Subscription Services Inc. Payment Receipt. It includes the Wiley logo, account number 0172410-0000, and a table with Article ID, Description, and Total Paid. The total paid is £1500.00.

Article ID	Description	Total Paid
BRB3582	Article Title: Dopaminergic modulation of default mode network brain functional connectivity in attention deficit hyperactivity disorder Authors: Maree Farrow, Florence Levy, Andrew Pipingas, Richard B Silberstein, Con K Stough Manuscript Number: WBTEST-2016-07-0123	1500.00

Special Notes: Total Paid: £1500.00

Manage your account's funds

The screenshot shows the Wiley University account dashboard. It includes a table of pending requests, a search bar, and an 'Account Summary' box. The account summary shows available balance, pending approval, under review, and in process amounts. There is an 'Add Funds' button.

Author Name	Journal	Amount	Subscription Type
Andrea T Cruz	Academic Emergency Medicine	£1,500	Online Open
Total: £1,500			

Request Status	Author Name	Journal	Amount	Subscription Type	Publication Status
Approved	Gayneeth Doherty-Sneddon	The Journal of Child Psychology and Psychiatry	£1,500	Online Open	Published in Issue
Approved	Christopher Rodgers	The Modern Law Review	£1,500	Online Open	Published in Issue

View your account balance from the Dashboard homepage.

Click **"Add Funds"** to generate a request to add funds to your account. You will automatically be sent an invoice for the requested amount.

The screenshot shows the Account Summary box. It includes the account summary as of 03-Aug-17 06:50:18, available balance, pending approval, under review, and in process amounts. There is an 'Add Funds' button.

Account Summary as of: 03-Aug-17 06:50:18
Available Balance: £22,925
Pending Approval: £1,500
Under Review: £0
In Process: £0

Add Funds

Monitor your account's usage

Access reporting from your account in real-time. From the Dashboard homepage, click **"Download Report"**.

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29-Mar-13	Approved	Jonathan Jones	Journal of Regional Science	£1,500	Online Open

You can generate in your preferred date range a detailed report showing details such as author name, article title, license type and publication status. You can also sign up to receive monthly or quarterly reports via email.

Questions?

For a walk-through of the dashboard, visit <https://www.brainshark.com/wiley/woad>. Contact accountdashboard@wiley.com with any questions or concerns.

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