

Author Portal Guide

How to use your Harmony Publishing dashboard

For Harmony Publishing authors | harmonypublishing.net

Welcome. Your author dashboard is where you submit your manuscript, follow your book through production, exchange files with our team, and manage your package. This guide walks through everything you can do there.

Getting Started

1 Create your account

Go to our website and sign up with your email address. Use the same email you used when purchasing your package so we can link your account to your project.

2 Log in to your dashboard

After signing in you will land on your **Overview** page, which shows your active book projects and their current status at a glance.

3 Submit your book

Click **Submit Book** and complete the form with your book details and manuscript file. Once submitted, your project enters our production queue.

Your Dashboard Menu

Section	What it is for
Overview	Snapshot of all your projects and where each one currently stands.
My Books	Every book you have submitted. Click any title to open its full project page.
Submit Book	Start a new project by uploading your manuscript and book details.
Idea Check	Free tool that evaluates a book idea before you write or submit it.
Notifications	Updates from our team — stage completions, file requests, and approvals needed.
Package & Billing	Your purchased package, what it includes, and your payment records.

Submitting Your Manuscript

When you submit, have the following ready:

- **Your manuscript file** — Word (.docx) or PDF. Word is preferred, as it is easier to edit.
- **Book title and subtitle** — exactly as you want them to appear. Tell us if these are final or still being decided.
- **Approximate word count** — this determines your editing scope.
- **Genre and target reader** — helps our editors and designers make the right choices.
- **Any reference material** — cover ideas, comparable books, images, or a style you like.

Before you upload: submit your most complete version. Every round of major rewriting after editing begins adds time to your timeline, and substantial rewrites may fall outside your package scope.

Following Your Book's Progress

Open any book from **My Books** to see its progress tracker. Your book moves through these stages:

#	Stage	What happens
1	Submitted	We have received your manuscript and logged it into production.
2	Review	We assess your manuscript — length, scope, and package fit — and confirm the plan.
3	Editing	Your editor works through the manuscript. Proofreading is included at this stage.
4	Cover Design	Your designer creates the front cover, spine, and back cover.
5	Interior Formatting	Your book is laid out for print and eBook.
6	Proof & Approval	You review the final proof and sign off. Nothing is printed or published before this.
7	ISBN & Publishing Setup	ISBN assignment, metadata, and distribution setup.
8	Published	Your book is live and available.

If your package includes printed copies, four further stages follow: **Print Setup**, **Printing**, **Quality Check**, and **Shipped / Delivered**. Digital-only projects finish at Published.

Files and Approvals

- Files you upload and files we deliver both appear on your project page under **Uploaded Files**.

- Work in progress is not visible to you until our team has reviewed and released it — this ensures you only ever see finished, checked work.
- When something needs your approval you will receive a notification. **Your project pauses until you respond**, so prompt approvals keep your timeline on track.

The proof stage is your last chance to make changes. Read the final proof carefully — once you approve it and printing begins, corrections require a new print run at additional cost.

Free Tools

Book Idea Check

Describe your book idea and receive an assessment of the concept, its likely audience, and how it fits the market. Useful before you commit months to writing, and free to use.

Printing Cost Calculator

Get an instant printing estimate. Choose your trim size, page count, and quantity to see costs before you talk to anyone.

Payment

- Publishing packages are paid **in full before work begins**. Your project enters the queue once payment is confirmed.
- Your package details and payment records are in **Package & Billing**.
- Please read our Refund Policy before purchasing — publishing is custom work, and refunds are not available once production has started.

Getting Help

- **Folio**, our AI assistant, is available on the website at any hour for questions about packages, pricing, and process.
- For anything about your specific project, message us through your dashboard or email us — our team will respond.
- Check **Notifications** first: most questions about "where is my book?" are answered by your progress tracker.