



# Editorial Manager®

Seventh Annual User Group Meeting  
June 18 & 19, 2009 • Cambridge, MA

## Thursday, June 18

9:00 ..... **Continental Breakfast & Registration**

9:30 ..... **Welcome and Introduction**

9:40 ..... **Version 7.0 Overview**

A run through of the new features in EM/PM 7.0.

10:40 ..... **Feature Workshop**

An interactive session to brainstorm new ideas for Editorial Manager and Preprint Manager.

11:25 ..... **Coffee Break**

11:45 ..... **Feature Workshop Presentation**

Presentation of the ideas generated in the Feature Workshop.

1:00 ..... **Lunch**

1:45-4:30 ..... **EM Bootcamp**

A thorough introduction or refresher for those administering Editorial Manager. It's a great session for those taking over an existing EM site.

1:45-3:35 ..... **Proposals & Invited Papers**

Double Session! Dozens of improvements means more flexibility and greater utility. This complete run-through of the Proposals and Commentaries functionality will give you a thorough understanding of how to integrate these tools into your workflow.

1:45-2:30 **Breakout Session 1**

**Details, Flags & Searching: getting the most from additional fields**

Explore using custom details pages, custom submission flags and custom searches to get the most out of your EM database.

2:30-2:50 ..... **Coffee Break**

2:50-3:35 ..... **Breakout Session 2**

eXtyles Case Study

Hear about the experiences of one journal using eXtyles and get an update on the product from Inera.

3:45-4:30 ..... **Guest Speaker**

5:00 ..... **Cocktail Reception in Roof Garden**



## Friday, June 19

8:30 ..... **Continental Breakfast**

9:00..... **Upcoming Features of 7.1**

Find out about the exciting new features planned for EM/PM 7.1.

9:50-12:40 ..... **Preprint Manager “Birds of a Feather”**

An opportunity for existing users of PM Production Tracking to meet, learn from each others’ experiences, and have an in-depth discussion of future product requirements.

9:50-10:40 ..... **Breakout Session 3**

**A) Introduction to Preprint Manager Production Tracking**

This session is designed for attendees who are new to Preprint Manager Production Tracking. A live demonstration will show how to initiate production, assign a manuscript to an issue, generate schedules, assign production tasks, track production workflow, generate reminders and complete production. Newly available features such as the ability to associate files with issues and assign issue-based tasks will also be demonstrated.

**B) Linked Submissions and Letter to the Editor**

Explore the new linked submissions and Letter to the Editor functionality added in version 6.1.

10:40 ..... **Coffee Break**

11:00-11:45..... **Breakout Session 4**

**A) Introduction to Vlookup & Pivot Tables**

First, an overview of how to use custom reports and general data extract to get data out of EM. Then learn to use Vlookup and Pivot Tables in Excel to combine and extract data to give you the reports and spreadsheets you need.

**B) Building Forms (same presentation as Session 6)**

Learn how to build forms such as Reviewer Recommendation, Editor Decision, Additional Information submission step, and the transmittal form. See a few tips on the HTML that can be included as well.

11:55-12:40..... **Breakout Session 5**

**A) System Administration**

Review some of the new additions to system administration such as setting up restricted system administration access, DOI assignment, password and deeplink security and more.

**B) Managing People Records (same presentation as Session 7)**

Explore the management of people records. Review merging records, inactivating records, additional people details, activity details, entering multiple e-mail addresses, unavailable dates, alternate contact information and more.

12:40 ..... **Lunch**

1:45-2:30.....**Breakout Session 6**

**A) EM/PM Ecosystem Panel Discussion**

Representatives from Aries Systems' corporate partners discuss how to improve your process by integrating external vendors' tools into your Editorial Manager or Preprint Manager workflow.

**B) Details, Flags & Searching (same presentation as Session 1)**

Explore using custom details pages, custom submission flags and custom searches to get the most out of your EM database.

**C) Building Forms (same presentation as Session 4)**

Learn how to build forms such as Reviewer Recommendation, Editor Decision, Additional Information submission step, and the transmittal form. See a few tips on the HTML that can be included as well.

2:40-3:25.....**Breakout Session 7**

**A) Letter Tune-up**

Look at some of the best content, merge fields, links and information to get the best responses to your EM letters.

**B) Managing People Records (same presentation as Session 5)**

Explore the management of people records. Review merging records, inactivating records, additional people details, activity details, entering multiple e-mail addresses, unavailable dates, alternate contact information and more.

**C) System Administration (same presentation as Session 5)**

Review some of the new additions to system administration such as setting up restricted system administration access, DOI assignment, password and deeplink security and more.

3:30.....**Final Notes**

3:45.....**Presentations Concluded for EMUG 2009**

