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# Welcome to the 16TH Annual **EMUG** **BOSTON**

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## #EMUG2018

 Editorial Manager®  ProduXion Manager®

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# Configuration Audit and Consultation Workshop

**Betsy Hopkins**

Senior Project Manager

[bhopkins@ariessys.com](mailto:bhopkins@ariessys.com)

16<sup>th</sup> Annual  
**em** Editorial Manager<sup>®</sup>  
User Group Meeting

**Aries**  
systems

# Agenda

- Audits: What it is and why you want it
- Audits: The Process
- Audits: How to get one
- Additional Resources
- Ask us your configuration questions live!

# What the Audit Is

And Why You Want It!



# Audits

- What it is
  - An Aries Client Services staff member reviews your site
  - Based on conversation with you, we identify features you may find useful
  - We don't make any configuration changes, but we offer tips and suggestions to assist you in getting the most out of EM/PM
- Why you want it
  - Established publications may overlook new features that would be useful
  - Newer publications may be more open to adapting workflows after using EM for a few months
  - It never hurts to have a second set of eyes to help you improve!

# The Process

How we go about the audit of your publication



# Process

- Publisher identifies the Publication
- Intro call held with key publication staff: 15-20 minutes
- In-depth interview (1 hour) held with the Managing Editor or the most detailed person and Aries staff
  - Currently, Dianne Gullo
  - Senior Account Coordinator
  - 12+ years with Aries



# Process

- Following the call, a questionnaire is sent to gather some final data
  - Is there information you'd like to collect that you don't currently collect
  - Are there daily tasks that you'd like to change
- A clone of your site is made
- Dianne then does a full review of the cloned site, looking for areas for improvement
- Approximately 3-4 weeks later, a report is delivered with our findings and recommendations
- You can make any adjustments in the cloned site for your own testing!

# Sample



Aries Systems  
Corporation  
200 Sutton Street, North Andover, MA  
01845 USA  
T: +1 978-975-7570 F: +1 978-975-3811  
info@ariessys.com www.ariessys.com

## Site Audit Report and Recommendations

**Publisher:** {Publisher}  
**Society:** {Society Name (if applicable)}  
**{Journal/Publication} Name:** {Publication Name}  
**{Journal/Publication} Site:** {SITE NAME}  
**Audit Conducted by:** {Auditor}  
**Date Conducted:** {QN YYYY}

## Brief Summary

### Registration, Home and Login Page Suggestions

**Update Home Page:** The Home page currently lists information that may be out of date.

Specifically, {describe outdated content}.

A best practice is to avoid using dates on the Home page unless a procedure is in place for someone to review it regularly for currency.

{SITE NAME}'s Aries Account Coordinator can make changes to the homepage, including any necessary changes to the [HTML](#).

**Match Colors and Banner with Publication Branding:** The colors on the Home page and banner do not match the branding found on the publication Home page {insert URL}. Keeping the color

numerous functions of EM. We  
that being said, we did spot areas

an overview of the EM features  
identified during the audit.

at  
lone site to experiment with the  
normal EM credentials.

control of these configurations;  
administrators choose to utilize



# How do you get one?

- Contact your Account Coordinator
- Contact your Account Manager
- Speak with one of us here

**Just  
Ask!**



# Resources Available for Reference

- Release Notes and Release Digests
  - <https://www.ariessys.com/for-current-customers/feature-newer/>
- EM Help
  - [http://www.editorialmanager.com/robohelp/14.1/index.htm#t=Editorial\\_Manager\\_Help\\_System.htm](http://www.editorialmanager.com/robohelp/14.1/index.htm#t=Editorial_Manager_Help_System.htm)
  - Or from Help link on EM Banner – updated with each release
- Aries Video Library
  - <https://www.ariessys.com/views-and-press/resources/video-library/>
- Your Aries Account Coordinator



And now, your questions!!



