



Dear <<First Name>>,

FPIN is finally counting down the days to the launch of our Editorial Management System (EMS)! As July 1 is only a few days away, we wanted to be sure that our members receive access to the learning materials that will help you navigate the system.

### **How do I know if it affects me?**

HelpDesk Answers authors who have a first draft due after July 15, 2015 will receive an invitation from the EMS to submit their draft for review. However, authors who have a first draft due prior to July 15, 2015, will continue in the manual process and maintain all communication through [hda@fpin.org](mailto:hda@fpin.org).

### **How do I learn to use the EMS?**

- Using written author instructions

FPIN has composed comprehensive written instructions to help authors with the EMS. The set of written instructions will teach authors how to log in, how to submit a first draft and subsequent revisions and how to request a deadline extension for an HDA. Click below to view and download author instructions.

[EMS Author Instructions](#)

- With video tutorials

A series of audio/visual tutorials for the EMS are also available. The videos will demonstrate step-by-step to authors how to do different things in the EMS, whether it is submitting a first draft or requesting a deadline extension.

Click on the image below to watch a "how to" video on receiving and accepting invitations from the EMS!

The screenshot shows a web browser window with the URL [www.fpin.org/sign-up-test/](http://www.fpin.org/sign-up-test/). The page has a navigation menu with links for Home, About Us, Membership, Editorial & GEMs, HDAs, CAs, PIRs, and EEP. The main content area displays an 'ALERT' message: 'FPIN is thrilled to announce the launch of an editorial management system, coming in early 2015. This system requires that there is one author managing each manuscript. FPIN has developed a Corresponding Author Policy, which requires that a faculty serve as "Corresponding Author" to take responsibility for the manuscript from the beginning sign up process through the various stages of writing in the editorial management system. Residents may still serve as the first author on the manuscript.' Below the alert is a question: 'Have you read FPIN's Corresponding Author Policy and do you understand your role in the editorial process?' with radio buttons for 'Yes' and 'No', and a 'Next' button. The footer contains contact information for the Family Physicians Inquiries Network (FPIN), including the address (434 Vandiver Dr, Bldg 4, Suite 202, Columbia, MO 65207), phone number (573-256-2066), and email (ask@fpin.org). It also features icons for search, membership application, and contact, along with social media links for Facebook, Twitter, and LinkedIn.

**Part 1: Signing up for a HelpDesk Answer**

To watch the rest of the tutorials, click [HERE](#). All author learning materials can be found on FPIN's website by visiting the [EMS Help Page](#).

For any questions regarding the EMS or if you need immediate assistance, please contact Adelina Colbert by calling 573-256-2066 or emailing [Adelina@fpin.org](mailto:Adelina@fpin.org).

We look forward to celebrating this new launch with you soon!

Best wishes,  
Family Physicians Inquiries Network

*Copyright © 2015 Family Physicians Inquiries Network, All rights reserved.*

[unsubscribe from this list](#) [update subscription preferences](#)