

To Get Started:

1. ACTIVATE YOUR ACCOUNT - Locate the email with the subject "**Merck Manuals – Activate your new contributor system account**" which contains a link for you to log into the new editing portal for the first time. The link will look something like this.

<https://portal.vasont.com/VasontContributorSite/activate.aspx?user=YourLastName.YourFirstname&id=5zF2ZOleg?Wp>

Once your account is activated you can return to the portal later by selecting a chapter link within any future email from Merck Manuals, or by going to <http://www.merckmanuals.com/edit> to log in directly.

2. LOG IN - Your userid is formatted lastname.firstname. Upon logging into the portal you will see the following screen (click to enlarge)



The screenshot shows the Merck Manuals Editing Portal interface. At the top, there is a header with the Merck logo and the title "Merck Manuals Editing Portal". Below the header, there is a navigation bar with "My Manuscripts" and "Welcome, Merck Author". The main content area is divided into several sections:

- Communications:** A sidebar on the left containing a message about the new Merck Manual Portal launched on 5/18/2010, and a "Help and Info" section with links for "Getting Started", "FAQs", "Training Videos", "Contact the Staff", and "About Merck Manuals".
- My Current Tasks:** A table with columns for Book, Section, Title, Stage, and Due Date. It contains one entry: "Abnormal heart Rhythms_MERCK.AUTHOR" with Stage "Author" and Due Date "8/18/2010". Below the table is a red text prompt: "Click the title of your Chapter".
- My Other Manuscripts:** A section below the current tasks, which is currently empty and displays the message "You have no other manuscripts."

At the bottom of the page, there is a copyright notice: "Copyright 2009, 2010 © Vasont Systems. Merck Manual Content Copyright © 2010 Merck, Sharp & Dohme".

3. SELECT A CHAPTER - Choosing a chapter name opens that chapter information. The left pane shows all the participants for developing this chapter. (clicking on their names will allow you to email them from the portal.)

The screenshot displays the 'Merck Manuals Editing Portal' interface. At the top, the Merck logo and 'Be well' tagline are on the left, and 'THE MERCK MANUALS Editing Portal' is in the center. On the right, there are icons of books. Below the header, a dark blue bar contains 'Manuscript' on the left and 'Welcome, Test Author' with links for 'My Manuscripts', 'My Profile', 'Help Center', and 'Logout' on the right.

The main content area is titled 'Test Chapter - Author [MMHE][N/A]' and shows 'Last modified on Tuesday, June 27, 2017 3:16:56 PM'. Below this are tabs for 'Non-Java Edit', 'Java Edit', and 'View', along with a dropdown menu set to 'Finished - Click to forward to...'. A 'View Workflow' button is also present.

The 'Status' section includes a table with the following data:

Current Stage	Back to Author from Reviewer
Current Owner	Test Author
Start Date	6/26/2017
Due Date	6/29/2017

Below the status table is a 'Participants' section with a table:

Author	Test Author
Co-Author(s)	
Reviewer	Jamie E. Poole
Pharm Reviewer	
Pod Pharm Reviewer	
Staff Editor	Jamie E. Poole
Physician Editor	Jamie E. Poole

Red annotations are present: 'Non-Java Version' points to the 'Non-Java Edit' tab; 'Java Version' points to the 'Java Edit' tab; and 'When editing is complete use this to send to the next stage in the workflow.' points to the 'View Workflow' button. A red note also states: 'These fields will be filled with the others who will work on your chapter. Select a name to email them directly.'

4. OPEN THE CHAPTER TO EDIT- When you go to open your chapter you will have two edit options non-java and java. The non-java version can be opened in any browser on a PC or MAC. The Java version will only work with Internet Explorer and ESR version of Firefox.