

## Janeway Homework for Journals with a new Janeway site

This homework guide can also be used to navigate the [test journal](#)

- a. Navigate to your Janeway site, log in, and click on "Manager" in the menu from your account icon in the upper right corner of the screen.
- b. Create additional users and assign them roles such as section editors, reviewers, etc. These can be fake for the sake of testing things out.
- c. Practice submitting an article, checking it in, assigning it to an editor, etc. using the Control User function whenever desired/needed.
- d. Start customizing the configuration settings in the Manager area. For this, you might wish to read through the following sections of the official [Janeway documentation](#) or simply refer to them as needed:
  - i. [Reviewer Guide](#) (how peer reviewers will interact with the system)
  - ii. [Review Settings](#) (how you configure the settings that determine what reviewers see)
  - iii. [Editor Guide - Review](#) (how to move submissions through review)
  - iv. [Author Guide](#) (how contributors will interact with the system; stop when you get to [Revisions](#))
  - v. [Submissions](#) (how you configure the submission process – you may want to disable submissions until you are ready. We will turn off the “front-end” of your Janeway and make a “headless” Janeway site for you, which will result in your Janeway URL directing people directly to the submissions portal)
  - vi. [Scheduled Reminders](#) (how to set up automated reminders to authors and reviewers)
  - vii. [Email Templates](#) (basic info about editing templated emails)